

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, 29th November 2013 at 3.30pm

Present:

Mrs. V. Bate (Chair), Mrs. D. Andrews (Head Teacher) (DA), Mrs. C. Huntington (CH), Mrs. K. Newton (KN), Mr. M. Wynne (MW), Mr. E. Beechey (EB) and Miss J. Lelean (JL)
Mrs. K. Wilkinson (Clerk).

No.	Item	Lead
PART 'A' - PROCEDURAL		
13/033	<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 Mrs. A. Mitchell and Mr. P. Cressey.</p> <p>RESOLVED: That the above apologies be accepted and consented to.</p>	
13/034	<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>None.</p>	
13/035	<p>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</p> <p>None.</p>	
13/036	<p>Maureen Benson, Adviser – School Data.</p> <p>MB had prepared some assessment data and this was distributed. MB stated that caution must be exercised when looking at data for small cohorts as each pupil represents a high percentage. The school is slightly above the national average for the proportion of pupils at a good level of development, The school is slightly above the national average for the Y1 Phonics tests. There are mixed results at the end of Key Stage 1 as a number of pupils in this cohort had specific difficulties. It is expected that an increased percentage of pupils will attain higher levels next year. 100% of pupils in KS2 attained L4 in Reading and Writing which is higher than the national average, however, fewer than average went on to attain L5. Maths has been highlighted as a concern and this features in this year’s School Development Plan. There was a question about which academic year the figures were based on and it was confirmed that it is 2012/13. There was a question about whether the school would enter pupils for L6 papers if it was felt they were capable. DA replied that advice to schools has been to proceed with caution and to explore and expand the L5 instead. There were no further questions or queries and Mrs Benson was thanked for attending the meeting.</p>	
13/037	<p>To complete the register of business interests.</p> <p>Members completed the Register of Interest forms.</p>	
13/038	<p>To receive items to be recorded in the Register of Hospitality.</p> <p>None.</p>	
13/039	<p>To receive notification of any other urgent business.</p> <p>To Consider the Updated Budget and Forecast.</p>	

13/040	<p>Committees: To fill the vacancies.</p> <ul style="list-style-type: none"> • General Complaints & Staff Appeals – VB, CH, 1 Vacancy • Finance & Premises – AM, MW, DA, VB, PC (clerk – KW) • Curriculum – KN, DA, CH • Health and Safety – VB, EB • Pupil Discipline – VB, JL, AM • Staff Dismissal – AM, CH 1 Vacancy <p>Mr Cressey had previously agreed to resume his roles on the Finance and Premises Committee. At the meeting Mr Beechey agreed to resume his roles on the Curriculum and Health and Safety Committees. However, after the meeting it was agreed that Mrs Huntington would take on the role on the Curriculum Committee and give up her role on the Health and Safety Committee.</p> <p>RESOLVED: That the above committees be appointed with the membership as indicated</p>	
13/041	<p>To appoint Governors with specific responsibilities:</p> <ul style="list-style-type: none"> • Special Needs Governor – CH • Child Protection Governor – CH <p>At the meeting Mr Beechey agreed to resume his roles as the Special Needs Governor and the Child Protection Governor. However, after the meeting it was agreed that Mrs Huntington would take on these roles.</p> <p>RESOLVED: That the above Governors with Specific Responsibilities be appointed with the membership as indicated.</p>	
13/042	<p>To confirm as a correct record the minutes of the meeting held on Friday, 27th September (previously circulated).</p> <p>Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.</p>	
13/043	<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 – The problem is ongoing, but no new issues were raised • Review of school flyer – New school photographs have been taken and the flyer will be updated. 	KW
13/044	<p>Update on Local Authority Governors following LA Elections</p> <p>The LA has reappointed Eric Beechey and Peter Cressey to the Governing Body. The Chair welcomed the members back and expressed how delighted the whole Governing Body is with the appointments.</p>	
13/045	<p>Date of next meeting.</p> <p>24.01.14.</p>	
PART 'B' – SCHOOL IMPROVEMENT		
13/046	<p>To receive the Headteacher's report (previously circulated).</p> <p>To include:</p> <ul style="list-style-type: none"> • Review of School Development Plan 2012/13 • Review of School Development Plan 2013/14 • 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 • Update on Cluster Trust Status <p>The school has confirmed in writing with the Sherburn Cluster that it will not be pursuing the partnership alliance and is moving forward with the Small Schools Cluster. There was a</p>	

	<p>question about which schools are going ahead with the Sherburn group. There was a question about what is the difference between the Sherburn Cluster and the Small Schools Cluster and DA confirmed that the only difference is the schools that are involved. There will be an alliance meeting on 17th December to discuss formalising the Small Schools Cluster to which Governors are invited. The Small Schools Cluster will be known as The Rural Alliance for Inspiring School Excellence (RAISE). The members unanimously supported the proposal to formally join RAISE.</p> <p>There was a question about how much teaching the students are carrying out whilst on teacher training in the school. Students gradually increase the teaching hours and also carry out small group work. There was a question about if the school could specifically request a male student for teacher training and DA advised that this probably wasn't possible.</p> <p>There was a question regarding whether reading is carried out in 1:1 time. Yes it is as well as maths and writing.</p> <p>The Burton Salmon Community Garden project has been completed satisfactorily. There was a discussion about the arrangements for the official opening which is a requirement of the Lottery grant.</p> <p>The school has had an appointment with a LA recommended architect to discuss the entrance hall project. They will forward a letter setting out their terms.</p> <p>RESOLVED: That the Head Teacher's report be received.</p>	
13/047	<p>Update from the Head Teacher on Safeguarding School is continuing with the audit.</p>	DA/KW
13/048	<p>Update from the Head Teacher on Pupil Premium This item was discussed in the Head Teacher's report.</p>	
13/049	<p>To review staffing structure for next year Angela Ratcliff, FMS Officer has confirmed that the school's budget is stable for the next 3 years providing pupil numbers remain static or increase. DA does not propose any changes to the staffing structure.</p>	
13/050	<p>Governing Body Constitution.</p> <ul style="list-style-type: none"> • To consider current and upcoming vacancies • DBS Checks <p>There are no vacancies on the Governing Body. Mrs. Mitchell's term of office expires on 07.10.14. DBS checks are up to date.</p>	
13/051	<p>Update on Governor Newsletter The newsletter was sent home to parents before October half-term and has been uploaded onto the website. The Chair thanked Mrs Huntington for her hard work producing the newsletter.</p>	
13/052	<p>Update on review of Governor Skills Audit CH reported that the Governing Body is well balanced with at least 3 members for each skill and suggested that members could select Governor visits to suit particular interests or strengths. The data will be re-formatted.</p>	CH

13/053	<p>Review written reports on governor visits to school</p> <p>There have been three visits since the last meeting. A PE visit, an RE visit and a Maths visit which are the three priority areas on the School Development Plan. All reports were positive with no issues raised. DA noted that the PE Advisor is very pleased with the pupils and is impressed with their ability and progress.</p>	
13/054	<p>To consider Governor training for the forthcoming year.</p> <p>JL expressed an interest in Eco Group. Members were advised that there is a space on the Governor SIN meeting which will be held on 18 March. The 2013 GB Professional Development document was circulated. CH enquired about any Early Years courses and it was suggested that training could be given on the new ORBIT system that is being used for Early Years on the iPads. The clerk attended the Clerk's forum on 14th November where the new regulations for school governance were discussed.</p>	DA/KN
13/055	<p>To review Governing Body Self Evaluation.</p> <p>The clerk will find out if the SEF is the most current version from Governor Support.</p>	KW
13/056	<p>To review and approve the following school policies:</p> <ol style="list-style-type: none"> 1. Healthy Schools Food Policy 2. Home/School Agreement 3. Data Protection 4. Vision Statement 5. Instrument of Government 6. Homework 7. Information <p>There was a question about whether the school has a mobile phone policy. DA confirmed that the school has an E-safety policy and that mobiles are not permitted in schools.</p> <p>RESOLVED: That the above policies be approved and signed by the Chair.</p>	
13/057	<p>To review Asset Management Plan</p> <p>The Asset Management Plan is up to date and no changes are required.</p>	
13/058	<p>To consider report on fixed term exclusions</p> <p>None.</p>	
13/059	<p>To receive a report from the Health and Safety Committee.</p> <p>A meeting will be arranged.</p>	
13/060	<p>To receive reports from any other committees.</p> <p>There had been a meeting of the Finance Committee and the minutes had been circulated to all members.</p>	
13/061	<p>Correspondence.</p> <p>None.</p>	

PART 'B' – OTHER BUSINESS

13/062	<p>To deal with any matters agreed for consideration under item 13/039</p> <p>To Consider the Updated Budget and Forecast.</p> <p>The revised forecast was circulated to members. There were no changes to the 2013/14 year from the October monitoring report. Years 2 and 3 include current staffing levels and the DfE sports funding. The formulas are indicative and do not benefit Burton Salmon although the minimum funding guarantee has been applied.</p> <p>There was a question about pupil numbers which have been used in the forecast and it was confirmed that last year's numbers are used for the budget for this year. There was a suggestion that the Parent Questionnaires could be send home after parents evening as this might help parents answering the questionnaire and this was agreed. There was a question about the feedback from the parent questionnaires and DA confirmed that there had been some wonderful comments. It was suggested that there should be a link from the website to Parentview and this was agreed.</p> <p>RESOLVED: That the Revised Autumn Financial Forecast be accepted as a correct record.</p>	KW
Closure	There being no other matters to discuss, the meeting was closed at 17.30	

Signed _____
Chair of the Governing Body

Date _____