

# Burton Salmon Community Primary School

## Minutes of a meeting of the Governing Body of Burton Salmon C.P. School held at the school on Friday, 3 February 2017 at 3.30pm

**Present:**

Mrs. A. Mitchell (AM) (Chair), Mr. A. Blackwood (AB) (Head Teacher), Mrs. C. Huntington (CH), Mrs. A. Edwards (AE), Mrs. K. Newton (KN), Mrs L. Auty (LA) and Mrs J Brown (JB).

In attendance: Mrs. K. Wilkinson (Clerk).

No.	Item	Action
<b>PART 'A' - PROCEDURAL</b>		
16.068	<p><b>Welcome</b> The chair welcomed Mrs Brown onto the board of governors. Mrs Brown was elected on 20 January in line with the NYCC Procedure for the Election of Parent Governors guidelines.</p>	
16.069	<p><b>To receive apologies for absence and to determine whether any absences should be consented to.</b> Apologies for absence had been received from Mr P Cressey. <b>RESOLVED: That the above apologies be accepted and consented to.</b></p>	
16.070	<p><b>To consider which agenda items, if any, should be regarded as confidential and excluded from the minutes to be made available for public inspection.</b> None.</p>	
16.071	<p><b>To remind governors of the need to declare interests, pecuniary or non-pecuniary and to complete the annual register of interests (SW).</b> None. JB to complete the form and return as soon as possible.</p>	
16.072	<p><b>To receive items to be recorded in the Register of Hospitality.</b> None.</p>	
16.073	<p><b>To review Governor Membership and determine any action to be taken.</b> There is 1 vacancy for a co-opted member and nominations were invited from the board. AM nominated Mrs Claire Huntington who has stood on the board as a parent governor since November 2008 and on a number of committees including the steering committee. Mrs Huntington has a wealth of knowledge and experience on the governing board and due to increased working hours is no longer eligible to stand as a parent governor. Governor Support has confirmed that she is eligible to be co-opted by members providing that in total there are no more than 3 board members who also work at the school. Mrs Mitchell's nomination was seconded by LA. There were no other nominations and no objections. <b>RESOLVED: That Mrs. C. Huntington be co-opted onto the Governing Board.</b></p>	
16.074	<p><b>To receive notification of any other urgent business.</b> None.</p>	
16.075	<p><b>To collect references from co-opted governors (LA).</b> LA To chase.</p>	LA
16.076	<p><b>To confirm as a correct record the minutes of the meeting held on 25.11.16 (previously circulated).</b> <b>Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.</b> <b>Resolved: That the confidential minutes of the last meeting be signed by the Chair as a correct record.</b></p>	
16.077	<p><b>To consider any matters arising from the minutes for which there is no separate agenda item.</b> None.</p>	
16.078	<p><b>Date of next meeting.</b> 05.05.17.</p>	

## PART 'B' – SCHOOL IMPROVEMENT

### 16.079 To receive the Headteacher's report.

#### To include:

- Review the School Development Plan 2016/17
- Update on school data
- Review of Ofsted report
- Receive a report from the SEND co-ordinator
- RAISE Alliance
- Premises report

There were a number of questions arising from the report:

- **Why have only 44% of Y6 pupils made expected progress so far this year in reading and maths?**

It is possible that the level of progress being shown does not yet accurately reflect the actual progress pupils have made. In part this is because staff were not confident in the system used to monitor and track progress in the last academic year following the removal of levels. It would appear that some errors had been made and in part the system was not suitably robust. School has moved away from this system and now feels confident in recording pupils' progress accurately. However this does mean progress for last term was tracked from an insecure starting point. Going forward measures of progress should be significantly more accurate. However it is heartening to see that where weaknesses are most significant ie. Y6 maths, the biggest increases in progress can be seen. Equally school efforts are being focused on areas of slow progress such as writing and Y6 maths.

- **Will school focus on the Y6 cohort for SATs?**

After February half term the classes will be split into Y3, 4 & 5 and Y6 will be taught each morning on their own. There will also be consideration of additional supply in the afternoons to enable this focus for full days. These sessions will be Literacy and Numeracy heavy. There will also be an after school club running for 6 weeks before SATs and a Sumdog lunchtime club. A homework task will be set for the after school club.

- **Will the additional hours have a cost on the school budget?**

Time in lieu will be taken for the after school club.

- **Will school be sending home practice papers?**

There is more material available now so this can be arranged.

- **Could school consider paying a private tutor for certain pupils?**

School has used 1:1 tuition in the past and it is possible that Pupil Premium funding could be used.

- **Are any of the Y6 pupils involved in intervention groups currently?**

No but class teachers will consider whether this would be of benefit.

- **Can school explain why the Y6 pupil who was L3 at the end of KS1 has not progressed?**

They have made expected progress and this should continue.

AB has done more drilling down into the RAISE Online data and governors asked for copies of this.

AB

There was a discussion around the school's concerns on attendance levels. This is being closely monitored and support from agencies sought.

There was a question about the visit from independent school advisor, Mike Smit. KN left the room for the discussion. He was satisfied that the paperwork is all in place but has recommended that there is a SEF document and AB has begun this and will look at with AM. Ofsted will look at writing, higher achievers and phonics. Phonics is an indicator for future attainment and progress at the end of KS2.

- Who would support school from the LA during an Ofsted inspection?  
Davinia Pearson who is our School Improvement Advisor. She has supported a number of schools through inspections.
- **How much do the consultations with Mike Smit cost school?**  
Approx £250.00 for a half day.
- **The Sports Premium is increasing next year, what are schools proposals for using it?**  
There can be much broader learning for example forest schools – it is anything that gets children outside and moving.
- **Do our pupils participate in competitive games?**  
School signs up to the NY Sports Partnership which enable pupils to take part in a number of competitive and non-competitive sports events. These take place throughout the year at

	<p>the Holy Family High School at Carlton and enable our pupils to compete and learn with other pupils from local schools. There are also Gifted and Talented days for pupils who show high achievement in P.E.</p> <p>There was a discussion about pupil numbers for next year and admissions.</p> <ul style="list-style-type: none"> <li>Will school accept more than the Maximum Admission Limit (MAL) as there are 9 Y6 pupils moving onto to High School this year?</li> </ul> <p>Yes. We have missed the deadline for changing the MAL but we can adjust pupil numbers year on year and this has been confirmed with Admissions.</p> <p>There were no more questions or queries.</p> <p><b>Resolved: That the Head Teacher's report be accepted.</b></p>	
16.080	<p><b>To discuss new RAISE Online data and progress 8.</b></p> <p>AM had attended training carried out through the STAR Alliance and which was of very high quality. RAISE data had been discussed in full in the Head Teacher's report. Ofsted will ask "what is school doing to narrow the gap?" during inspections. Progress 8 is the government's new way of measuring how well pupils make progress at secondary school.</p>	
16.081	<p><b>Update from the Head Teacher on Safeguarding including the Annual report to Governors and the Safeguarding Audit.</b></p> <p>School has completed the Annual Safeguarding Audit and reviewed it with AM. It has been circulated to members. For all of the assessment points contained within the audit school has deemed the level of compliance to be a '5'. This means school can evidence that 'Safeguarding has been addressed and the school is compliant with statutory requirements. Improvements and modernisation of arrangements may be taking place but these do not expose any safeguarding concerns.' There were no questions or queries and the audit has been returned to LSCB. School has completed and circulated the Annual Safeguarding Report to Governors. There are a small number of required training courses which are outstanding for new staff and these have been booked. All staff need to renew the Online Basic Awareness training and this is in hand. There were no questions or queries.</p> <p><b>RESOLVED: That the Annual Safeguarding Report to Governors be received.</b></p>	
16.082	<p><b>Update from the Head Teacher on Pupil Premium.</b></p> <p>This item was discussed in the Head Teacher's report. The strategy document is to be published on the website.</p>	<b>KW</b>
16.083	<p><b>To receive a report from the Steering Committee.</b></p> <p>The committee met and discussed the RAISE Online data.</p>	
16.084	<p><b>To consider the results of the 360° Review of the Chair.</b></p> <p>LA had collated the results and reported that there were clear themes including good organization, good integrating into school, good detail, time invested and actions completed. AM agreed that the areas for development were fair including induction of new governors and strategy. AM has already improved communication with the new governor and believes the strategy should be collaborative with board members. It was suggested that the chair could publish personal goals and it was agreed that this would be done though the minutes.</p>	<b>AM</b>
16.085	<p><b>To consider the latest monitoring report.</b></p> <p>The monitoring report dated 31.12.16 had been previously circulated and was discussed in full. The revenue balance c/f is now £32,756 (budget £34,524) this has reduced by £675 from the November report. This is due to increased training and meals costs (kitchen pension costs) There is some saving on contractors (decorating budget has not been used which is offset with the caretaker costs). AM asked for an explanation on the training costs. Whilst a lot of LA courses have been booked the average cost is £50 per course. This is due to two new starters and also new curriculum courses and a focus on writing which is a priority of the School Development Plan. School is currently continuing to book network meetings with the LA whilst also attending North Star Alliance events so there has been some duplication. There are two courses which have been booked and paid for but which will take place next financial year amounting to £475 and one item which has been incorrectly coded to training amounting to £170 and these will be adjusted by FMS.</p> <p>Capital balance £3,565</p> <p><b>RESOLVED: That the Budget Monitoring Report for 31 December be accepted as a correct record.</b></p>	
16.086	<p><b>To consider and agree the draft budget for next year.</b></p> <p>Not yet available.</p>	

16.087	<b>To review the financial procedures of the school.</b> School adheres to the NYCC LMS (Local Management of Schools) Financial and Contract Procedure Rules set out in the schools finance manual.																															
16.088	<b>To consider the building maintenance programme.</b> School is reviewing which MASS (Maintenance & Service Schedule Scheme) level to buy into next year. There are a number of items which have been addressed. The second set of vehicle gates will be opened as part of MASS. This will prevent staff cars driving over the playground when children are arriving at school on a morning. Some roof repairs have taken place following a leak in the new extension. The front door mat will be replaced as part of MASS to ensure the door closes properly and a grill has been fitted to the staff room door to enable the extractor fan to work efficiently.																															
16.089	<b>To review the Accessibility Plan and Equality Scheme to ensure compliance with statutory requirements.</b> The Accessibility Plan is up to date and actions completed. This will need reviewing next year. The Single Equality Scheme has been reviewed by AB and AM.																															
16.090	<b>To formulate proposals for use of devolved capital.</b> School proposes to convert the storage shed so that it can be used as a learning area all year round. This would involve some insulation, electrical heating and windows/glass doors.	AB																														
16.091	<b>Consider report from the Governance Health check.</b> The Health Check had been previously circulated. The clerk will update the document as action points are completed.	KW																														
16.092	<b>Update on Governor Newsletter.</b> CH will draft the next newsletter and circulate for comment. Items to include are new members of the GB, update on the SDP, and changes to classes. To be sent home at the end of February.	CH																														
16.093	<b>To Approve the SFVS 2016/17.</b> LA and KW completed the audit. Action points are for new finance committee members to attend relevant training, to update the disaster recovery plan, that all items in the SDP are costed and to investigate Restore remote backup. It was suggested that school could purchase a portable external hard drive which could then be locked in the safe in the kitchen and this will be investigated. There were no further questions or queries and the audit was approved. <b>RESOLVED: That the SFVS 2016/2017 be approved and returned to Veritau.</b>	KW																														
16.094	<b>To consider report on fixed term exclusions.</b> None.																															
16.095	<b>Review written reports on governor visits to school and establish a programme of governor visits to school.</b> LA to complete a report for the Harvest Festival as part of the Parents and the Community priority and volunteered to accompany the school on an external visit. AM will complete a report for the Christmas performance. It was suggested that there could be a before and after visit arranged around the new behaviour policy and CH volunteered to carry this out. AM is looking at Leadership and Governance as part of the SDP and will be taking a roll in the mid-year staff performance management reviews. There was a discussion about the parents' survey and it was suggested that this could be carried out on parents evening (29 & 30 March) with governors to assist. LA volunteered to attend the Y6 parents meeting which will take place before the SATs after school club.	AM LA CH																														
16.096	<b>To discuss a Governor on the Gate to raise governor profile.</b> It was agreed to have a Governor on the Gate on the last Friday of the month with rotating governors. School to send text to remind parents and AB to advise in the weekly newsletter. Members asked if there would be parents' assemblies this year and there was a discussion about inviting groups of parents to attend the Golden Book assembly on Fridays.																															
16.097	<b>To consider Governor training for the forthcoming year.</b> The following courses have been booked:  <table border="0"> <tr> <td>15.02.17</td> <td>Improving Financial Efficiencies</td> <td>18:30 – 21:30</td> <td>Monk Fryston School</td> <td>LA</td> </tr> <tr> <td>01.03.17</td> <td>Introduction to Governance 1 of 2</td> <td>09:30 – 12:30</td> <td>The Pavilions, Harrogate</td> <td>JB, SW &amp; AE</td> </tr> <tr> <td>14.03.17</td> <td>Bitesize Finance</td> <td>16:00 – 17:00</td> <td>The Regen Centre, Riccall</td> <td>AB, SW, LA</td> </tr> <tr> <td>29.03.17</td> <td>Introduction to Governance 2 of 2</td> <td>09:30 – 12:30</td> <td>The Pavilions, Harrogate</td> <td>JB, SW &amp; AE</td> </tr> <tr> <td>03.05.17</td> <td>Pupil Premium (STAR)</td> <td>18:30 – 21:30</td> <td>Monk Fryston School</td> <td>AB, AM, AE</td> </tr> <tr> <td>16.05.17</td> <td>Governors SIP</td> <td>17:30 – 20:30</td> <td>The Parsonage</td> <td>LA &amp; AM</td> </tr> </table>	15.02.17	Improving Financial Efficiencies	18:30 – 21:30	Monk Fryston School	LA	01.03.17	Introduction to Governance 1 of 2	09:30 – 12:30	The Pavilions, Harrogate	JB, SW & AE	14.03.17	Bitesize Finance	16:00 – 17:00	The Regen Centre, Riccall	AB, SW, LA	29.03.17	Introduction to Governance 2 of 2	09:30 – 12:30	The Pavilions, Harrogate	JB, SW & AE	03.05.17	Pupil Premium (STAR)	18:30 – 21:30	Monk Fryston School	AB, AM, AE	16.05.17	Governors SIP	17:30 – 20:30	The Parsonage	LA & AM	
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16.098	<p><b>To review and approve the following school policies:</b></p> <ol style="list-style-type: none"> <li>I. <b>Confidentiality Policy</b></li> <li>II. <b>Attendance</b></li> <li>III. <b>Governor School Visits</b></li> <li>IV. <b>Fire Safety</b></li> <li>V. <b>First Aid at Work</b></li> <li>VI. <b>Lone Worker</b></li> <li>VII. <b>Volunteers</b></li> <li>VIII. <b>Looked After Children</b></li> <li>IX. <b>Homework</b></li> </ol> <p>It was agreed that all volunteers should read the confidentiality policy and volunteers' policy. KW to clarify the point about the Head's report/minutes in the confidentiality policy.</p> <p><b>RESOLVED: That the above policies be approved and signed by the Chair.</b></p>	KW
16.099	<p><b>To receive a report from the Health and Safety Committee.</b></p> <p>An inspection had been carried out by the committee. There were a number of items raised and these will be addressed by school through MASS. There was a discussion about the fire extinguishers and school confirmed that staff are not trained to handle the equipment and in the event of a fire should not attempt to use it. It was agreed that fire training should be carried out at a staff training day and staff should be made aware of their responsibilities during an evacuation. The committee is concerned that the cloakrooms are often untidy and very full. This could be a health and safety concern during a fire evacuation. School is considering options to overcome this. It was agreed that a third members of the board should join the committee and Mrs Brown volunteered.</p> <p><b>RESOLVED: That Mrs Brown joins the Health and Safety Committee.</b></p>	KW
16.100	<p><b>To receive reports from any other committees.</b></p> <p>None.</p>	
16.101	<p><b>Correspondence.</b></p> <p>1. Governing Matters January/February</p>	
<b>PART 'B' – OTHER BUSINESS</b>		
16.102	<p><b>To deal with any matters agreed for consideration under item 16.074.</b></p> <p>None.</p>	
<b>Closure</b>	There being no other matters to discuss, the meeting was closed at 18:35	

Signed \_\_\_\_\_  
Chair

Date \_\_\_\_\_

**Key to highlighted text:**

Text which is highlighted in yellow is evidence that the governing body is showing clarity of vision, ethos and strategic direction

Text which is highlighted in green is evidence that the governing body holds the Headteacher to account for the educational performance of the school and its pupils

Text which is highlighted in pink is evidence that the governing body oversees the financial performance of the school and makes sure its money is well spent.