

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, 5 February 2016 at 3.30pm

Present:

Mrs. A. Mitchell (AM)(Chair), Mrs. D. Andrews (DA) (Head Teacher), Mrs. C. Huntington (CH), Mrs. K. Newton (KN), Ms. L. Auty (LA) and Mr. S. Welbourne (SW). **Not Present:** Mr P Cressey (PC).
In attendance: Mrs. K. Wilkinson (Clerk).

No.	Item	Action
PART 'A' - PROCEDURAL		
15/104	<p>Book Scrutiny. A selection of exercise books was on display for inspection at the start of the meeting. It was commented that progress could be seen since the start of September. A brief downward trend coinciding with a student teacher was noted in KS1 and measures put in place to address this. Targets were put in place for the student in KS1.</p>	
15/105	<p>To receive apologies for absence and to determine whether any absences should be consented to. None.</p>	
15/106	<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. 15/108: To receive notification of any other urgent business.</p>	
15/107	<p>To remind governors of the need to declare interests, pecuniary or non-pecuniary. None.</p>	
15/108	<p>To receive notification of any other urgent business. Confidential item.</p>	
15/109	<p>To review governor membership and determine any action to be taken. The Chair formally welcomed Mr Welbourne onto the board of governors. There are two Co-Opted governor vacancies. LA has a contact in the village that has Health & Safety and Safeguarding experience. AM to call her.</p>	AM
15/110	<p>To complete the register of business interests (PC, SW). SW completed the register.</p>	
15/111	<p>To receive items to be recorded in the Register of Hospitality. None.</p>	
15/112	<p>Committees: To fill the vacancies and agree amendments to Finance Committee Terms of Reference:</p> <ul style="list-style-type: none"> • General Complaints & Staff Appeals – AM, LA + 1 vacancy • Finance & Premises – AM, DA, PC, LA, SW (clerk – KW) • Curriculum – KN, DA, CH • Health and Safety – LA + 1 vacancy • Pupil Discipline – AM, SW + 1 vacancy • Staff Dismissal – AM, PC + 1 vacancy • Head Teacher’s & Clerk’s Performance Management – AM, LA, PC • Steering Committee – AM, CH, LA <p>The amendments to the Terms of Reference of the Finance Committee were agreed; the quorum has been changed to 3 members.</p>	

	<p>SW volunteered to join the Finance & Premises Committee.</p> <p>LA to join the Steering Committee.</p> <p>SW to complete the Financial Skills Audit.</p> <p>RESOLVED: That the above committees be appointed with the membership as indicated.</p> <p>RESOLVED: That the Terms of Reference of the Finance Committee be accepted.</p>	SW
15/113	<p>To confirm as a correct record the minutes of the meeting held on Friday 27 November (previously circulated).</p> <p>Resolved: That the minutes of the last meeting and the confidential minute 15/073 of the last meeting be signed by the Chair as a correct record.</p>	
15/114	<p>To consider any matters arising from the minutes for which there is no separate agenda item.</p> <p>The clerk reported that only 1 quotation has been received for the Grounds Maintenance contract. The Authority has stated it is not in a position to offer a quotation as they are going through a tendering process themselves. The quotation received is for three years at the current year's rate and it was agreed to accept this quotation which starts on 01.04.16.</p> <p>Members asked if school was satisfied with the service it received from the current provider and DA confirmed that they provide a good service and are always happy to carry out any extra requirements. DA pointed out that 4 years ago, when school carried out its first tender exercise, the current provider was £1,000 lower than the authority's contractor.</p>	
15/115	<p>To agree the dates for the Finance Committee meetings.</p> <p>The dates were agreed: 18.03.16 and 17.06.16</p>	
15/116	<p>Date of next meeting. 22.04.16</p>	
15/117	<p>Safeguarding Training</p> <p>Members must complete the online safeguarding training and provide the clerk with a copy of the certificate.</p> <p>http://www.safeguardingchildren.co.uk/</p> <p>Learning & Improvement Basic Safeguarding Awareness E-Learning NYSCB E-Learning Portal</p>	ALL
PART 'B' – SCHOOL IMPROVEMENT		
15/118	<p>To receive the Headteacher's report.</p> <p>To include:</p> <ul style="list-style-type: none"> • School Development Plan • Update on school data • Review of Ofsted report • Receive a report from the SEND co-ordinator • Report from the RAISE Alliance • Premises report <p>The Headteacher' report, which had been previously circulated was discussed and there were a number of questions:</p> <ul style="list-style-type: none"> • How is the reading challenge progressing? The initial enthusiasm dropped off a little and staff have reinvigorated pupils. • Is there a record of how many pupils get a golden ticket (for evidence)? 	

<p>No. It was agreed to add up the number of pupils with golden tickets each half term</p> <ul style="list-style-type: none"> Is the school focussed on British Values and it is understood this is an important part of an Ofsted inspection? <p>Yes. It is talked about regularly in assemblies as well as inclusion and different families</p> <ul style="list-style-type: none"> How did the referrals to the Prevention Service come about? Parents requested help via school <p>Members were interested to learn about the links with a primary school in Columbia, USA which will take place after half term as part of the school's community cohesion.</p> <p>Members asked about the progress of KS1 pupils on the SEN register.</p> <p>There was a discussion about the RAISE Alliance and DA informed the meeting that schools had been attending North Star Alliance conferences and proposed that Burton Salmon joins this larger alliance which will receive a large training budget.</p> <ul style="list-style-type: none"> How do the schools support each other in the alliance? It is not top down (as with the authority) but peer to peer support. Does this mean Burton Salmon with leave RAISE Alliance? No. RAISE has an important role to play supporting small schools in this area and a number of Primaries from RAISE have already joined North Star. Is there a financial implication? Yes, it will cost approximately £700.00 per year to join North Star but it is expected that savings will be made by opting out of some traded services. What other implication should be considered? It is expected that all schools will have to be part of Trust Academies by 2020. Most Trust Academies are run by High Schools (top down) but North Star wishes to remain solely primary schools. 	<p>DA/KN</p>
<p>It was agreed that school should apply to join North Star alliance.</p> <p>Members commented on the success of the Christmas Fair and noted that there was no banner to invite the wider community.</p> <p>There was a discussion about pupil assessments and life without levels. The DfE expectations have increased massively.</p> <p>It was suggested that many companies are able to donate materials or volunteers to help schools free of charge and LA offered to speak to a local organisation to see if they can provide anything.</p>	<p>DA</p>
<p>AM asked if the bullying policy is due for renewal and is there a record of bullying in school? DA will look at the policy.</p> <p>There were no further questions or queries.</p>	<p>LA</p> <p>DA/KW</p>

15/119	Update from the Head Teacher on Safeguarding. School has completed the Annual Safeguarding Report to Governors and this had been previously circulated. Training has been booked for the Deputy DSP and school has completed and returned the Safeguarding Audit which AM assisted with.	
15/120	Update from the Head Teacher on Pupil Premium. This item was discussed as part of the Headteacher's report.	
15/121	To receive a report from the Steering Committee. A meeting had taken place to discuss recruitment and members will meet with the Lead Advisor to discuss key performance indicators.	
15/122	To receive a report from the Health and Safety Committee. LA to provide dates for the next inspection.	
15/123	To receive reports from any other committees. DA has met with CH for a Curriculum meeting and to discuss safeguarding and SEN. They discuss assessments and in particular the definitions of the judgements. They also talked about current interventions, tracking, pupil assessment records and help from other agencies.	
15/124	Update on website requirements Pupil Premium, Sports Premium and British Values Statement have all been updated on the website. There is still some Pupil Premium finding to be allocated. School has partially completed a website audit which will need to be signed off by the chair.	KW
15/125	To review and approve the budget monitoring report. The Revenue Balance is showing a carry forward figure of £25,897 and nil for Capital. Provisions have been made for £2,000 Capital spend on the heating improvements and £500 to provide fencing to the side of the dining hall. There are still surplus funds set aside for ICT (a screen in the reception area) and for decorating which may not now be spent before the end of the financial year. SW volunteered to investigate a screen for projecting school photos in reception.	SW
15/126	To ratify the Schools Financial Value Standard (SFVS) AM and KW had previously met to review the Schools Financial Audit which has been circulated to members. There were no questions. SW and LA require relevant financial training. There were no further questions or queries and the audit was signed by the Chair and will be returned to Veritau before the end of March. Resolved: That the SFVS be updated and returned to Veritau.	KW
15/127	To consider building maintenance programme. Heating in Class 2 and the Resources Room has been replaced. The storage heaters will be removed in the half term break and replacement heaters fitted to class 1.	
15/128	Update on Governor Newsletter. The next newsletter will be sent out soon after the Headteacher's announcement. CH to draft.	CH
15/129	To establish a programme of governor visits to school. AM completed two visits to school linked to priority 3 of the School Development Plan. Both teachers managed behaviour exceptionally well, there is definite consistency of teaching and objections. Regular performance management by the head teacher will continue to ensure consistency across the split and the teaching staff will be involved in watching each other.	

15/130	<p>To consider Governor training. LA completed the New Governor training and found it to be excellent. Ofsted expect governors to have their own development plan. LA to circulate template. LA to attend Steering Committee meetings. SW confirmed attendance for New Governor training [not now attending due to location]. CH attended Leading an Effective and Efficient School which was a financial workshop. AM completed NSPCC Safer Recruitment training. AM and LA to attend Governor School Improvement meeting on 01.03.16. Clerk to attend Clerk's Forum 01.03.16.</p>	LA
15/131	<p>To review and approve the following school policies:</p> <ul style="list-style-type: none"> • Attendance • Target Setting • Inclusion • Complaints • Governor Allowances • Looked After Children • Capability <p>It was agreed to clarify what a session is on the attendance policy and to publish guidelines on absences for specific illnesses. The Target Setting policy was amended to state that the School Development Plan is reviewed frequently and renewed annually.</p> <p>RESOLVED: That the above policies be approved and signed by the Chair.</p>	
15/132	<p>Correspondence. 1. Governing Matters Jan/Feb 2016</p>	
PART 'B' – OTHER BUSINESS		
15/133	<p>To deal with any matters agreed for consideration under item 15/108. Confidential item.</p>	
Closure	<p>There being no other matters to discuss, the meeting was closed at 17:50</p>	

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.