

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, 5th December 2014 at 3.30pm

Present:

Mrs. V. Bate (Chair), Mrs. D. Andrews (Head Teacher) (DA), Mrs. A. Mitchell (AM) Mrs. C. Huntington (CH), Mr. M. Wynne (MW), Mrs. K. Newton (KN) and Mrs. J. Mallett (JM). Mr. P. Cressey (PC) arrived 4.05pm.

In attendance: Mrs. K. Wilkinson (Clerk), Mr. S. White, Mrs. J. Hodges.

| No. | Item | Action |
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| PART 'A' - PROCEDURAL | | |
| 14/032 | <p>To receive apologies for absence and to determine whether any absences should be consented to.</p> <p>None.</p> | |
| 14/033 | <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 14/053 To determine the Head Teacher's salary.</p> | |
| 14/034 | <p>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</p> <p>None.</p> | |
| 14/035 | <p>Jill Hodges, Assistant Director of Education. To talk to governors about the commission.</p> <p>The North Yorkshire Commission for School Improvement was set up in June 2013 by the Director of Education for North Yorkshire, Pete Dwyer and brought together school and local authority leaders to consider the future of school improvement. The Commission was invited to consider how a collaborative system for effective school improvement could be developed, which would ensure that every school in North Yorkshire is good or outstanding. The Commission believe that every school in North Yorkshire should be an active member of a school improvement alliance or collaboration. To create the environment in which local collaboration can flourish, the Commission believe that a small number of school-led Commissioning Groups is needed across the County. As a starting point, they have proposed five such groups based on geographical areas, each with around 70 member schools. Commissioning Groups will be run on behalf of member schools by a small executive board of headteachers. These will be elected by member schools. The Commissioning Groups will be run by a board which will include a chair, representatives from governors, serving headteachers, and the chair will be supported by an Improvement Partner. There were a number of questions:</p> <ul style="list-style-type: none"> • If a headteacher wants to put themselves forward for the board do they have to have the support of their governing body? Yes – they must also be from a good or outstanding school. • What sort of hours are involved? 13 funded hours per term. • Do you sign up for 1 year? More likely to be 2/3 years. • Have we got more of a challenge in North Yorkshire due to the large number of small schools in the region? In some ways but a lot of the small schools are already working in Alliances. • Is it harder for small schools to release headteachers to join the boards of Commissioning Groups? Some small schools share headteachers and they are more used to being without a head on site all the time. | |

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| | <ul style="list-style-type: none"> Is funding available on top of normal funds? Yes. Where has the Commission seen this system working already? Other local authorities. <p>There were no other questions or queries and the Chair thanked Mrs Hodges for attending the meeting.</p> | |
| 14/036 | <p>To review Governor Membership and determine any action to be taken There is 1 vacancy for a LA Governor. It was suggested that the school considers reconstitution before seeking to fill the vacancy. JM nominated Mr S White to join the Governing Body as a co-opted member. This was seconded by KN. There were no objections or other nominations. Resolved: That Mr S White be co-opted on to the Governing Body.</p> | |
| 14/037 | <p>To complete the Register of Business Interests (PC) PC completed the Register of Interests.</p> | |
| 14/038 | <p>To receive items to be recorded in the Register of Hospitality. None.</p> | |
| 14/039 | <p>To receive notification of any other urgent business. None.</p> | |
| 14/040 | <p>Governing Body Reconstitution. MW had attended governor training on reconstitution of Governing Bodies. All Governing Bodies must reconstitute before 01.09.15. The DfE guidelines state that governing bodies should be no bigger than they need to be to have all the skills necessary to carry out their functions. The size and structure of the governing body should be designed so that every member actively contributes relevant skills and experience. The DfE guidelines will be emailed to all governors. The governing body carried out a skills audit in January and this had been reported to governors in item 13/085. It was noted that all skill areas have at least three governors showing experience. There are some gaps in the knowledge of some governors which is of concern and these will be addressed. Governing bodies must have at least 2 parent governors, the headteacher, 1 staff governor and 1 local authority governor. Members discussed the current constitution and it was suggested that in addition to the required governors that there should be 4 co-opted members bringing the total number of governors to 9. There were no further queries and the clerk was requested to send the proposals to Governor Support for approval. Once the proposed constitution is approved the governing body will meet to adopt the new regulations. Resolved: To forward the proposed constitution to governor support for approval.</p> | <p>KW</p> <p>KW</p> |
| 14/041 | <p>To confirm as a correct record the minutes of the meeting held on Friday, 26th September (previously circulated) It was noted that an agenda item to discuss the governing body crib sheet for Ofsted inspection had not been added and this will be added to the next agenda. VB, AM & CH will meet to begin putting the document together. Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.</p> | KW |
| 14/042 | <p>To consider any matters arising from the minutes for which there is no separate agenda item.</p> <ul style="list-style-type: none"> Update on photographer for prospectus and website <p>There were no further developments on this matter.</p> | |
| 14/043 | <p>Date of next meeting 23.01.15</p> | |

PART 'B' – SCHOOL IMPROVEMENT

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| 14/044 | <p>To receive the Headteacher's report To include:</p> <ul style="list-style-type: none"> • Review the School Development Plan 2014/15 • Update on school data • Review of Ofsted report • Receive a report from the SEND co-ordinator • Update on capital project • RAISE Alliance • Premises report • Closing The Gap <p>In addition to the written report, members discussed arrangements for the parents' workshop on maths and how all parents could be engaged.</p> <p>There were a number of questions from the headteachers' report:</p> <ul style="list-style-type: none"> • If Ofsted inspected school today does the headteacher believe everything is in place? The headteacher could talk through everything with the inspectors. • Are there a minimum number of priorities schools are required to have on their School Development Plans? There are two priorities this year. The Senior Advisor to Schools has ratified this decision. Both priorities are very big. • What is the government's deadline for putting the new curriculum in place? It is in place now. • How long do the teachers who are part of Teaching First spend in school? 7 weeks. By the third week they are expected to be teaching 70% of their time. <p>Resolved: That the Head Teacher's report be accepted.</p> | |
| 14/045 | <p>To review the school staffing structure in light of the resignation of KS2 teacher. Following a successful recruitment process the Personnel Committee has recruited Mrs J Pinto and Mrs L Copley to job share in Class 2. Mrs Pinto will work 0.7 days per week (Monday, Tuesday morning, Wednesday and Thursday) and Mrs Copley, a Newly Qualified Teacher will work 0.3 days (Tuesday afternoons and Fridays). Mrs Pinto will have sole responsibility of Literacy and Numeracy. There will be some time set aside each week for joint planning. Mrs Pinto will be paid on UPS3 and Mrs Copley on the Main Pay Scale. Members were delighted that the recruitment process had been successful.</p> | |
| 14/046 | <p>To review the policies and procedures for appointment of staff. DA had investigated the rules surrounding recruitment and followed the CYPS guidelines. Files to record the procedures are in place. DA Safer Recruitment training is up to date.</p> | |
| 14/047 | <p>To review and determine publication arrangements for public examination information required by statute. Schools are required to publish:</p> <ul style="list-style-type: none"> • percentage of pupils who achieved level 4 or above in reading, writing and maths • percentage of pupils who have improved by 2 or more levels in reading, writing and maths between key stage 1 (KS1) and KS2 • percentage of pupils who achieved level 5 or above in reading and writing • percentage of pupils who achieved level 5 or above in maths <p>The school website is up to date.</p> | |

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| 14/048 | Update from the Head Teacher on Safeguarding. The Safeguarding audit is due and will be completed. | |
| 14/049 | Update from the Head Teacher on Pupil Premium. This item was included in the Head Teacher's report. | |
| 14/050 | To consider revised forecast. The revised forecast dated 10.11.14 was discussed in full. The results show an improvement on the start budget projections mainly due to increases in the Minimum Funding Guarantee (MFG) calculation, increase in pupil numbers (43 for this year) and teaching staff savings. The figures include estimates for pay awards, NI and super annuation increases too. DA is looking at a whole school ICT review. The revenue carry forward figure for 2014/15 is £30.7k and capital is £0.5k. Resolved: That the revised forecast dated 10.11.14 be accepted as a correct record. | |
| 14/051 | To consider the Budget Monitoring report. The monitoring report dated 30.09.14 was discussed in full. It was reported that the expected outturn for the Revenue Budget is £28,384 which is £2,735 less than the previous forecast. This is mainly due to additional costs relating to the extension project and an additional £1,000 has been moved to the Capital Budget to reflect this. The 1% teaching and support staff pay reward has been incorporated into the forecast. DA secured £2,000 from the authority towards the new fire alarm. It was suggested that Friends of Burton Salmon School could begin to raise money for a specific project DA suggested that new interactive whiteboards could be considered. RESOLVED: That the Budget Monitoring Report for 30 September be accepted as a correct record. | |
| 14/052 | Update on financial benchmarking. The group of schools used in comparison have between 40 and 50 pupils without nursery units. The school has an average number of teaching staff and teaching support staff. Admin hours for the school are higher than average. It is suggested that some roles could include hours for clerking and schools with fewer hours may use the FMS service at a higher level. It was noted that Burton Salmon has a higher than average number of economic Free School Meals pupils and this is reflected in a higher than average Pupil Premium. Although it was suggested that this is no longer the case as the number of FSM pupils has dropped considerably. The school has a higher than average percentage of SEN pupils and a higher than average percentage of pupils on School Action Plus status but receives much lower than average SEN funding, although it was suggested that this is also no longer the case. No schools in the comparison opt for day 1 cover for teaching staff absence. | |
| 14/053 | To determine the Head Teacher's salary. Confidential item. DA, KN & JM left the meeting for the duration of this item. | |
| 14/054 | Update on Governor Newsletter. Items were discussed for inclusion in the next newsletter which CH volunteered to draft. | CH |
| 14/055 | Review written reports on governor visits to school and establish a programme of governor visits to school. JM had attended the Class 1 visit to the Yorkshire Wildlife Park in September which had been an enjoyable and informative visit. The children had behaved very well on this first visit on the year. AM Arranged to carry out a maths governor visit on 06.02.15 in KS1 at 11.00am and MW volunteered to carry out a KS2 maths visit once the teachers had settled in. CH volunteered to carry out a science visit but no date was set. | |
| 14/056 | To consider Governor training for the forthcoming year. VB to attend Governor SIN meetings on 25.03.15 and 18.06.15. AM to attend Governor SIN on 18.06.15. SW to attend new governor training on 15.01.15 at Fairburn School. VB would like to attend School Improvement Commission conference at the Parsonage if available. | |

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| 14/057 | To review Governing Body Self Evaluation. Once all of the forms have been collected it was suggested a meeting is arranged to collate the information. | |
| 14/058 | To review and approve the following school policies: <ol style="list-style-type: none"> 1. Vision statement 2. Whistleblowing 3. Internet 4. Healthy Schools Food 5. Redundancy 6. Teaching and learning 7. Pay 8. Collecting children from School 9. Gifted and Talented 10. Security 11. Information 12. Data protection 13. Medical Needs <p>There have been no changes to the redundancy, healthy schools food, internet, consent for photo and whistle blowing policies. The rest are all new policies that are based on the authority's models and have been adjusted to fit the school.</p> <p>RESOLVED: That the above policies be approved and signed by the Chair.</p> | |
| 14/059 | To consider the report on fixed term exclusions. None. | |
| 14/060 | To receive a report from the Health and Safety Committee. VB and JM carried out an inspection on 02.12.14. The new extension has made a huge and positive impact on the whole school. A number of maintenance issues were raised: The wooden gate on the field is only on 1 hinge. Children are not allowed near the gate. The wooden play equipment is slippery and mossy in places. It was suggested that the equipment could be coated with a moss inhibitor and DA will look into this. The gate from KS1 to the decking seems to have dropped. There is a damp patch again in the boys' toilet. The film on the conservatory windows is peeling. Fire extinguishers are due to be tested this month. There are no patterns in the accident book. A successful fire drill has been carried out. | DA |
| 14/061 | To receive reports from any other committees. There has been an SEN and a Curriculum meeting with CH. The SEN register was discussed in full. The new curriculum is on the website. | |
| 14/062 | Correspondence. 1. Governor Matters | |
| 14/063 | Book Scrutiny. It was agreed that the book scrutiny would be postponed. | |
| PART 'C' – OTHER BUSINESS | | |
| 14/064 | To deal with any matters agreed for consideration under item 14/039. An email has been received from North Yorkshire Police regarding an alleged near abduction of an 11 year old girl locally. It was agreed to circulate this information to Parents and Carers. | |
| Closure | There being no other matters to discuss, the meeting was closed at 18:10 | |

Signed _____

Date _____