

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, 10 July 2015 at 3.30pm

Present:

Mrs. V. Bate (out-going Chair, departed 4.30pm), Mrs. D. Andrews (Head Teacher) (DA), Mrs. A. Mitchell (AM)(Chair, departed 6.05pm) Mrs. C. Huntington (CH), Mr. S. White (SW), Ms. J. Lelean (JL), Mrs. K. Newton (KN), Ms. L. Auty (LA)

In attendance: Mrs. K. Wilkinson (Clerk)

No.	Item	Action
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PART 'A' - PROCEDURAL

15/001	<p>To receive nominations for the co-option of governors. Nominations were received for co-opted governors:</p> <ul style="list-style-type: none"> • CH nominated Louise Auty and this was seconded by JL. Key skills include performance management experience, health and safety experience, interest in maths and experience of mentoring KS4 pupils. • KN nominated Alison Mitchell and this was seconded by CH. Key skills include financial expertise and an experienced governing body member. • JL nominated Stuart White and this was seconded by DA. Key skills include strong performance management and personnel skills. Experienced governing body member. <p>There were no further nominations. There were no objections. Terms of office are four years.</p> <p>RESOLVED: That Louise Auty, Alison Mitchell and Stuart White be co-opted onto the governing body.</p>	
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15/002	<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: CH nominated Mrs. A. Mitchell and this was seconded by DA. There were no other nominations.</p> <p>Nominations were received for the position of Vice-Chair: AM nominated Mr. S. White and this was seconded by JL. 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. RESOLVED: That the Chair and Vice-Chair be elected annually at the first Governing Body meeting in each autumn term. RESOLVED: That Mrs. A. Mitchell be elected to Chair of the Governing Body. RESOLVED: That Mr. S. White be elected to Vice-Chair of the Governing Body.</p>	
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15/003	<p>Out-going Chair. The members of the Governing Body wished to thank Mrs Bate for her service on the board of governors since 2006 and in particular for all her hard work, experience and commitment to the school. Mrs. Bate thanked the meeting and departed. The meeting also received the formal resignation from Mr. M. Wynne who had previously notified the Chair and Headteacher of his intention to leave.</p>	
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15/004	<p>To receive apologies for absence and to determine whether any absences should be consented to. Apologies for absence had been received from Mr. P. Cressey RESOLVED: That the above apologies be accepted and consented to.</p>	
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15/005	<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>	
15/006	<p>To remind governors of the need to declare interests, pecuniary or non-pecuniary and to complete the annual register of business interests.</p> <p>A governor is required to declare their interest in a matter and to withdraw from the meeting of the governing body or committee and not vote on the matter in question:-</p> <ul style="list-style-type: none"> • Where there may be a conflict between the interests of the governor and those of the governing body; or • Where a fair hearing is required and there is any reasonable doubt as to whether the governor may be able to act impartially; or • Where a governor or a member of his/her family may benefit directly or indirectly from any matter under consideration. <p>If any governor is uncertain about the need to declare an interest then advice should be sought from the Clerk to the Governing Body.</p> <p>The Governing Body has established and maintains a register that lists, for each member of the Governing Body and the Headteacher, any business interests that they or any member of their immediate family have. The Register includes all business interests such as directorships, share holdings and other appointments of influence within business or organisations that may have dealings with the school.</p> <p>There were no declarations of interest and all members completed the register of business interests for 2015/16.</p>	
15/007	<p>To receive items to be recorded in the Register of Hospitality.</p> <p>The Governing Body has established and maintains a Register of Gifts and Hospitality. The register records any gifts or hospitality offered to and accepted by any member of the Governing Body. It is the responsibility of individual Governors to ensure that any appropriate gift or hospitality is recorded in the register.</p> <p>There were no items to be recorded in the Register of Hospitality.</p>	
15/008	<p>To review Governor Membership and determine any action to be taken.</p> <p>There is 1 vacancy for a co-opted governor. Members discussed two members of the public who have expressed an interest and would have suitable skills. It was agreed that AM, DA and SW would arrange to meet with both interested parties and advise members of their recommendations.</p>	<p>AM DA SW</p>
15/009	<p>To receive notification of any other urgent business.</p> <p>There was a question to the Headteacher about whether school had had any more intruders on the school grounds and it was confirmed that there had not.</p> <p>There was a question about whether school was considering CCTV and the Headteacher advised that they were not considering it at the moment.</p> <p>There was no other urgent business.</p>	
15/010	<p>To review the scheme of delegation to the Headteacher.</p> <p>The Scheme of Delegation to the Headteacher forms part of the Budget Management Policy and had been previously circulated to members. There were no questions or queries and the scheme was approved.</p>	
15/011	<p>Committees: To confirm the following matters:</p> <p>The following committees and membership were established for the ensuing year:</p> <ul style="list-style-type: none"> • General Complaints & Staff Appeals – AM, LA, SW • Finance & Premises – AM, DA, PC, LA + 1 vacancy (clerk – KW) • Curriculum – KN, DA, CH • Health and Safety – JL, LA • Pupil Discipline – AM, SW + 1 vacancy • Staff Dismissal – AM, PC, SW • Head Teacher’s & Clerk’s Performance Management – AM, LA, PC <p>The terms of reference for the committees had been previously circulated and there were no</p>	

	<p>changes.</p> <p>Committees will elect their own Chairs and Vice-Chairs and clerks at the first meeting. There was a discussion following advice from the clerk's forum that all committees, especially the finance committee, should have an independent clerk that is not from the committee's membership. It is confirmed that the finance committee has an independent clerk and this will continue.</p> <p>It is advised that the Headteacher's performance management is carried out together with an independent professional adviser. DA has asked Mr Mike Smit to attend her PMR on 28.09.15. Mr. Smit has until recently been a senior advisor in the local authority and is well known to school. He is now an independent advisor.</p> <p>AM suggested the board forms an additional committee to form the strategic role of the governing body. It is suggested that the committee should comprise 3 members and meet termly. AM will put together suggested terms of reference for approval.</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>	AM
15/012	<p>To appoint Governors with specific responsibilities:</p> <ul style="list-style-type: none"> • Special Needs Governor – CH • Child Protection Governor – CH • EYFS – CH <p>RESOLVED: That CH be appointed as Governor with Specific Responsibility for the above roles.</p>	
15/013	<p>Review Standing Orders.</p> <p>Resolved: That the Standing Orders for the Governing Body be approved for the following year.</p>	
15/014	<p>To consider adoption of NGA recommended code of practice (previously circulated).</p> <p>Members commented that the NGA recommended code was more up to date and it was unanimously agreed to adopt them unchanged.</p> <p>Resolved: That the NGA Code of Practice for the Governing Body be approved for the following year.</p>	
15/015	<p>To confirm as a correct record the minutes of the meeting held on 20 March 2015 (previously circulated).</p> <p>Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.</p>	
15/016	<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 There has been no further development with this matter. AM volunteered to look at primary school websites to select a few for members to consider. 	AM
15/017	<p>Date of next meeting.</p> <p><u>Full Governors Meetings 3.30pm, at school</u> 25.09.15, 27.11.15, 05.02.16, 22.04.16, 15.07.15</p> <p><u>Finance Committee 10.00am, at school</u> 16.11.15, 21.03.16, 13.06.16</p> <p>The above dates were agreed.</p> <p>Resolved: That the above dates be accepted.</p>	

PART 'B' – SCHOOL IMPROVEMENT

15/018

To receive the Headteacher's report.

To include:

- Review the School Development Plan 2014/15
- Update on school data including SATs results
- Review of Ofsted report
- Receive a report from the SEND co-ordinator
- RAISE Alliance
- Premises report
- School health check (Mike Smit)

A number of questions arose from the Headteacher's report:

- **Is spelling and grammar considered weak throughout school?**

It is one of the School Development Plan priorities for next year.

- **School is Good with Outstanding aspects how can the Governing Body help move school to overall Outstanding?**

The new strategy committee will be focusing on this.

- **Are the SDP priorities for next year addressing where the health check considered school not to be Outstanding?**

The priorities are going to be the areas that school feels are its weakest and a number of areas are considered including the health check and SATs results.

- **How do all these things ensure school achieves Outstanding at the next Ofsted inspection?**

School is constantly gathering evidence of assessments, achievements etc. and setting priorities for how to move the school forward.

- **Is this something the Steering Committee will look at?**

Yes.

- What is SEN?

This is now SEND – Special Educational Needs and disabilities.

- What is the RAISE Alliance?

A group of 9 small primary schools in the south Selby area that have come together to share training, resources and facilities as well as supporting each other to improve performance in our locality.

- **Would it be better if the KS2 moderations were split into Y3/4 and Y5/6?**

Yes probably, this will be investigated.

- **Are levels going?**

They are changing all the time. At the moment school is using the recommended points scale and levels.

- **How often does school track pupils?**

Termly.

- Is the outdoor play equipment still out of use?

The equipment has been risk assessed and some of it is back in use.

In addition to the questions, the Chair wished to comment on the excellent SATs results.

Resolved: That the Head Teacher's report be accepted.

15/019

Update from the Head Teacher on Safeguarding.

This item had been discussed under the Head Teacher's report.

15/020	Update from the Head Teacher on Pupil Premium. This item had been discussed under the Head Teacher's report.	
15/021	To receive completed Governor Skills Audit (DA, CH, JM, KN). The skills audit is complete and was discussed in detail. There is a range of different levels of knowledge for all sections across the governing board. There are no poor sections. Newly appointed members have less knowledge and training will be sourced to help with this. The audit is completed annually.	
15/022	Update on Governors crib sheet. It was agreed that this would be one of the priorities for the Steering Committee.	AM CH
15/023	To discuss the changes to legislation regarding information published on the school website about governors. The information had been previously circulated to members and was briefly discussed. There were no objections and it was agreed that the website would be updated accordingly as soon as possible.	KW
15/024	To discuss the DfE PREVENT duty requiring schools to have due regard to the need to prevent people from being drawn into terrorism. AM reported that the Governing Body is to carry out an annual self-assessment based on the DfE prevent strategy. The clerk was asked to source the document and AM volunteered to complete a draft and circulate to members for comment.	KW AM
15/025	Update on school's ICT projects. The server has been up and running since Easter and following a few teething problems has settled down. Backups are being carried out automatically. Wifi has been up and down and this could be a village-wide problem. The ICT upgrade project is complete and is successful. New ICT equipment has been installed in the dining hall following the decision to teach Y3/4 and Y5/6 separately for some subjects in September. There was a question about whether school would put Clevertouch screens in classrooms and DA advised this would be reviewed.	
15/026	To consider the Budget Monitoring report. The budget monitoring report for 31 May 2015 was discussed. The Revenue balance is £35,157 and Capital balance is £1,974. This reflects the start budget apart from a £500 refund on training (over-paid) last year. RESOLVED: That the Budget Monitoring Report for 31 May be accepted as a correct record.	
15/027	To consider and approve audit of school fund account. A member of the Parish Council was suggested and DA volunteered to ask if they would be willing to audit the accounts.	DA
15/028	To arrange school annual health check. AM and LA volunteered to carry out the check and dates will be suggested for September.	KW
15/029	Update on Governor Newsletter. It was suggested that the next newsletter should be sent out before Christmas and should include a review of the SATs results and summary of the priorities from the School Development Plan (SDP).	CH
15/030	Review written reports on governor visits to school and establish a programme of governor visits to school. AM carried out a visit to a KS2 maths lessons. This was a very positive visit noting the change of teaching staff and the amount of detailed preparation that had taken place. It was agreed that a planned programme of visits would be arranged in September and would tie in with the SDP.	KW
15/031	To consider Governor training for the forthcoming year. The clerk was asked to source new chair training, bitesized finance and new governor training. The governor school improvement network meetings are once a term. These meetings provide a huge amount of up to date information and an opportunity to meet with other governors from across the area. There is also a specific workshop before each meeting. The dates for next year are: <ul style="list-style-type: none"> Tuesday 13 October, Tuesday 1 March and Tuesday 17 May. They take place at The Parsonage Hotel in Escrick at 5.30pm (workshops are from 4.30pm). AM and CH will attend the October meeting and members were invited to attend the other meetings.	KW
15/032	To review Governing Body Self Evaluation. The SEF is completed and will be distributed to members for discussion at September's meeting.	KW

15/033	<p>To review and approve the following school policies:</p> <ul style="list-style-type: none"> I. Appraisal Policy II. Publication Scheme III. Marking IV. Home/School Agreement <p>It was noted that the marking policy does not mention that marking will take place in a timely manner and it was agreed that this would be added.</p> <p>RESOLVED: That the above policies be approved and signed by the Chair.</p>	
15/034	<p>To receive a report from the Health and Safety Committee.</p> <p>A health and safety inspection had taken place on 23 March. It was noted that the gate on the field is broken and this will be attended to.</p>	KW
15/035	<p>To receive reports from any other committees.</p> <p>There had been a meeting with the Chair on 15 April where the Head informed the Chair of the forthcoming Healthcheck by Mike Smit. Forthcoming visits, including swimming lessons, were discussed.</p> <p>An SEN meeting had taken place on 15/06/15. An update on the register was given and details of current interventions and progress made.</p> <p>A Curriculum meeting had taken place on 15/06/15. There was a discussion about the Abacus Evolve programme which is a big step up to match the new curriculum. Moderation had taken place for EYFS and KS1 and all judgements were agreed. Assessment files in place for all pupils and working well.</p>	
15/036	<p>Consider report of Racial Incidents and Restrictive Physical Intervention for the Spring term.</p> <p>None.</p>	
15/037	<p>Correspondence.</p> <ul style="list-style-type: none"> 1. Governor Matters, May/June 2. Governor Matters, July/August 3. The North Yorkshire Commission for School Improvement: next steps (previously emailed) 	
PART 'B' – OTHER BUSINESS		
15/038	<p>To deal with any matters agreed for consideration under item 15/009.</p> <p>None.</p>	
Closure	There being no other matters to discuss, the meeting was closed at 18:15	

Signed _____

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.