

<p align="center">Minutes of a the meeting of the Governing Body of Burton Salmon C.P. School held at the school on Friday, 11th July 2014 at 3.30pm</p>		
<p>Present: Mrs. V. Bate (Chair), Mrs. D. Andrews (Head Teacher) (DA), Mrs. C. Huntington (CH), Mrs. A. Mitchell (AM)(departed 5.50pm), Mr. M. Wynne (MW) and Miss J. Lelean (JL). Mrs. K. Wilkinson (Clerk).</p>		
No.	Item	Lead
PART 'A' - PROCEDURAL		
13/214	<p>To receive apologies for absence and to determine whether any absences should be consented to. Mrs. K. Newton and Mr. P. Cressey. RESOLVED: That the above apologies be accepted and consented to.</p>	
13/215	<p>Sue Adsett, training – Preparing Governors for Inspection Sue Adsett, Lead Adviser carried out Governor Training Preparing for Inspections. It is recommended that members read Ofsted’s subsidiary guidance and Inspection Handbook at least termly. Governors should have a short, sharp summary document or crib sheet available when Ofsted inspects the school. It was agreed to add this to the Full Governors agenda.</p>	KW
13/216	<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. None.</p>	
13/217	<p>To remind governors of the need to declare interests, pecuniary or non-pecuniary None.</p>	
13/218	<p>To receive items to be recorded in the Register of Hospitality None.</p>	
13/219	<p>To receive notification of any other urgent business None.</p>	
13/220	<p>To confirm as a correct record the minutes of the meeting held on Friday, 28th March. Resolved: That the minutes of the last meeting be signed by the Chair as a correct record. Resolved: That the confidential minute of the last meeting be signed by the Chair as a correct record.</p>	
13/221	<p>To consider any matters arising from the minutes for which there is no separate agenda item. None.</p>	
13/222	<p>To review Governing Body membership and determine any action to be taken. VB confirmed that Mr Beechey has resigned from the Governing Body. Mr Beechey was a Local Authority Governor and members asked if the LA would be replacing him. The Governor Support unit has recommended that the school re-constitutes in the next academic year which will enable the Governing Body to reduce the LA members from 2 to 1. This was agreed and re-constitution of the Governing Body will be investigated next year. VB volunteered to write to Mr Beechey to thank him for all his support and hard work over the years he has been on the</p>	KW

	Governing Body. There is a vacancy on the Health and Safety Committee and Miss Lelean volunteered to join this committee and this was agreed. There will be staff governor election in September. The election is for all members of school staff. There will be a vacancy for a community governor from October when Mrs Mitchell's term of office is complete and members will be asked to make nominations for this vacancy in September.	VB
13/223	<p>To consider draft schedule of Governing Body meetings and Finance Committee meetings for next year.</p> <p>Full Governing Body: 26/09/14, 05/12/14, 23/01/15, 20/03/15, 10/07/15</p> <p>Finance Meeting: 17/11/13, 09/03/15, 18/05/15</p> <p>The above dates were agreed. Resolved: That the above dates be accepted.</p>	
PART 'B' – SCHOOL IMPROVEMENT		
13/224	<p>To receive the Headteacher's report To include:</p> <ul style="list-style-type: none"> • Update on School Development Plan 2013/14 • Review of Ofsted report • Receive a report from the SEND co-ordinator • Premises • Update on Cluster Trust Status (RAISE) • Progress of the Devolved Capital project. <p>The Headteacher's report was distributed and discussed. In addition to the report DA advised that she has ended the contract with Sherburn Schools Alliance Sports Partnership as it was not proving to be value for money. A number of schools from the RAISE alliance have come together and are employing a Sports Co-Ordinator on a pay and play basis. This will ensure school continues to compete in competitions and galas. The situation will be monitored.</p> <p>There were a number of questions:</p> <ul style="list-style-type: none"> • Will teachers be delivering P.E. now the arrangement with Mrs Fisher (PE Adviser) has ended? Yes – Teachers deliver one session of PE and the second lesson will be provided by Total Sports. • What was the floor standard for KS2 maths this year? 65% • Will school be able to challenge the boarder-line SATs papers? Yes • How does KS2 writing get marked? School moderates it together with other schools. • Does this get published? Yes. • Are the EYFS results published? Possibly; it has been 10 pupils and over in the past and this will be checked. • What role will governors play in the RAISE Alliance? Governors will work jointly with schools to improve. There will be Governor meetings to share best practice and training. It is understood that there will be less support from Education Development Advisors (EDAs) going forward and so schools will work together to fill this role. <p>There were no further questions or queries and the Head Teachers Report was received. RESOLVED: That the Head Teacher's report be received.</p>	DA

13/225	<p>Update from Governor RAISE meeting. VB had attended the first Governor RAISE meeting with head Teachers. Governors were able to ask questions and seek clarity on a number of issues. It was noted that some Governors from other schools have concerns and it is hoped these will be overcome. Schools in RAISE will support each other through monitoring, succession planning and training etc. The priority for RAISE is currently Maths and the alliance has secured funding from the LA towards a maths specialist who will work with all staff in the alliance this year.</p>	
13/226	<p>Update from the Head Teacher on SATs test results. All pupils sat the tests and worked hard to give their best. In KS2 Maths 86% achieved L4 and 28% achieved L5, in Reading 100% achieved L4 and 14% achieved L5 and in Grammar, Punctuation & Spelling 14% achieved L4 and 28% achieved L5 (of the 57% that achieved L3, 43% were 1 and 2 marks off a L4). In KS1 Reading 89% achieved L2 and 33% achieved L3, in writing 67% achieved L2 and 33% achieved L3 and in maths 78% achieved L2 and 22% achieved L3. In the Year 1 phonics assessment 5 pupils are working at the expected level.</p>	
13/227	<p>Update from the Head Teacher on Safeguarding and to collect members' online training certificates. DA has completed the safeguarding audit and subsequent update. All members of the governing body (except PC) have completed the online basic awareness training.</p>	PC
13/228	<p>Update from the Head Teacher on Pupil Premium. This item was discussed in the Head Teacher's report.</p>	
13/229	<p>To consider budget monitoring report. The budget monitoring report for 31 May 2014 had been previously circulated. There was very little change from the previous report. The expected outturn for the revenue budget is £29,707 a reduction of £1,412 and this is due to the pay award for teachers being added. The expected outturn for the capital budget is £1,002. RESOLVED: That the Budget Monitoring Report for 31 May be accepted as a correct record.</p>	
13/230	<p>To consider the draft budget for next year. This had been discussed in full at the Finance Committee meeting on 19th May. The Balance Carried Forward figure for the Revenue Budget is £31.1k for Y1 and for Y2 is £23.3k and Y3 is £12.0k. Pupil numbers are looking healthy. The balance carried forward for the Capital Budget for Y1 is £1k and Y2 is £5.5k and for Y3 is 10K. This is due to the extension project. RESOLVED: That the draft budget be accepted as a correct record.</p>	
13/231	<p>To consider and approve audit of school fund accounts. This item is to be carried forward to the next meeting.</p>	KW
13/232	<p>To consider and approve Financial Control Checklist. This item had been discussed at the Finance Committee meeting on 19th May. AR and KW had previously completed the Financial Control Checklist. Accounting records are not retained securely and it was agreed that the new head teacher's office would have a lockable door. There is no separation of duty between the person placing orders and the person receiving delivered goods; although admin is restricted to placing orders no more than £150.00 in value. Keys to safes, cash boxes etc. are not carried on the responsible person and it was agreed that locking the head teacher's office door would overcome this.</p>	
13/233	<p>To consider the Governing Body Self Evaluation tool. It was agreed to discuss this at the next full governors meeting.</p>	

13/234	To review the school prospectus and flyer. It was agreed that CH, KW and DA would discuss this in further detail in September.	CH, KW, DA
13/235	To consider the annual report on exclusions, formal complaints and racist incidents. None.	
13/236	Update on the forthcoming Governor newsletter. CH will draft the newsletter and circulate to members for approval before distributing to families before the summer break. It was suggested that families of the reception new starters should also receive a copy. VB thanked CH for her hard work in producing a very professional newsletter.	CH
13/237	Review written reports on governor visits to school. VB had re-visited a PE lesson where she had noted an improvement in pupils skills and this was also being displayed at playtime. It was also noted that pupils have joined more after school sports clubs. MW visited KS2 maths and witnessed a positive, enthusiastic session. CH visited a KS1 RE lesson where pupils were encouraged to make searching questions on creation.	
13/238	To consider Governor training. VB and AM attended the Governor SINS meeting on 30 th June. The re-constitution of Governing Bodies is mandatory from 1 st September 2015.	
13/239	To review clerk's job description and establish performance management review. The NGA model job description will be circulated to members and it was suggested that the Head teachers Performance Management committee also carry out the clerk's performance management review.	KW
13/240	To review and approve the following school policies: <ol style="list-style-type: none"> 1. Education and Management of Drugs 2. The Use of Force to Control or Restrain Pupils 3. Early Years Foundation Stage 4. New Governor Induction Policy <p>The policies are all new and are all based on the authority's model documents. It is understood that there may be a new Teacher's Pay Policy which needs to be ratified by Governors in September.</p> <p>RESOLVED: That the above policies be approved and signed by the Chair.</p>	
13/241	To receive a report from the Health and Safety Committee. VB and JL had carried out a premises inspection on 16 th May. All recommendations from the previous visit had been addresses. It was noted that the matting beneath the KS2 outside equipment was broken in places and this has been replaced. The film on the glass in the conservatory is peeling in places. The gate on the field only has one hinge.	
13/242	To receive reports from any other committees Minutes had been circulated from the Finance Committee meeting held on 19 th May and the Monitoring Report and Forecast discussed.	
13/243	Correspondence <ol style="list-style-type: none"> 1. Governing Matters March/April 2. Governing Matters July/Aug 	

13/244	Book scrutiny To be carried out in September.	
PART 'C' – OTHER BUSINESS		
13/245	To deal with any matters agreed for consideration under item 13/219 None.	
Closure	There being no other matters to discuss, the meeting was closed at 18.15	

Signed _____
Chair of the Governing Body

Date _____