

# 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, 15 July 2016 at 3.30pm

**Present:**

Mrs. A. Mitchell (Chair) (AM), Ms. L. Auty (Vice Chair) (LA)(Vice Chair), Mrs. D. Andrews (DA) (Head Teacher), Mrs. C. Huntington (CH), Mrs. K. Newton (KN).

In attendance: Mrs. K. Wilkinson (Clerk), Mr. A. Blackwood (Headteacher from 01.09.16)

No.	Item	Action
15/168	<p><b>Book Scrutiny.</b> A selection of exercise books was on display for inspection at the start of the meeting. It was commented that marking in KS2 is thorough and set for individuals.</p>	
15/169	<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 and Mr. S. Welbourne. <b>RESOLVED: That the above apologies be accepted and consented to.</b></p>	
15/170	<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>	
15/171	<p><b>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</b> None.</p>	
15/172	<p><b>To receive notification of any other urgent business.</b> None.</p>	
15/173	<p><b>To review governor membership and determine any action to be taken.</b> There is an advert on the school website with associated documents. The advert has been put up in the village pub and it was suggested it should go into the notice board outside the village hall. CH has put it on Facebook. It was suggested that we could email the information to the High Schools. Possible candidate were discussed and AB offered to approach someone he knows who might be interested. DA to approach someone in the village who might be interested.</p>	KW  AB/D A
15/174	<p><b>To receive items to be recorded in the Register of Hospitality.</b> None.</p>	
15/175	<p><b>To collect references from co-opted governors.</b> AM has submitted references. LA has the recommended form and will action.</p>	LA
15/176	<p><b>Committees: To fill the vacancies and agree amendments to Finance Committee Terms of Reference:</b> It was agreed that the committees will be re-arranged in September.</p> <ul style="list-style-type: none"> <li>• General Complaints &amp; Staff Appeals – AM, LA + 1 vacancy</li> <li>• Finance &amp; Premises – AM, DA, PC, LA &amp; SW (clerk – KW)</li> <li>• Curriculum – KN, DA, CH</li> <li>• Health and Safety – LA + 1 vacancy</li> <li>• Pupil Discipline – AM, SW + 1 vacancy</li> <li>• Staff Dismissal – AM, PC + 1 vacancy</li> <li>• Head Teacher’s &amp; Clerk’s Performance Management – AM, LA, PC</li> <li>• Steering Committee – AM, CH, LA</li> </ul>	
15/177	<p><b>To confirm as a correct record the minutes of the meeting held on Friday 22 April 2016</b></p>	

	(previously circulated). <b>Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.</b>	
15/178	To consider any matters arising from the minutes for which there is no separate agenda item. None.	
15/179	<b>Safeguarding Training – To collect certificates of training.</b> LA and SW to complete Prevent Training. [ <i>Channel General Awareness module is no longer available. KW to email info and record</i> ]. PC to complete Online Safeguarding and prevent Training.	KW
15/180	<b>To agree schedule of meetings for 2016/17.</b> <u>Full Governor Meetings (3:30pm)</u> 30 September 2016 25 November 2016 3 February 2017 5 May 2017 14 July 2017  <u>Finance Committee (9:30am)</u> 18 November 2016 17 March 2017 16 June 2017  The above dates were agreed. <b>Resolved: That the above dates be accepted.</b>	
<b>PART 'B' – SCHOOL IMPROVEMENT</b>		
15/181	<b>To receive the Headteacher's report.</b> <b>To include:</b> <ul style="list-style-type: none"> <li>• School Development Plan</li> <li>• Update on school data</li> <li>• Review of Ofsted report</li> <li>• Receive a report from the SEND co-ordinator</li> <li>• Report from the RAISE Alliance</li> <li>• Premises report</li> </ul> <p>There were a number of questions and comments arising from the Headteacher's report:</p> <p><u>SATs Results</u></p> <ul style="list-style-type: none"> <li>• Will school be able to publish the results? No, the cohorts are too small. Some information will be published.</li> <li>• Will homework/SATs Club start in September bearing in mind the mixed abilities? That depends on the new teacher but it would be a good idea.</li> <li>• Do we know yet if next year's Y6 pupils will have to re-sit the SATs if they have not met the expected standard? We don't know that information yet.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• How has the spelling programme impacted on pupils? We are not ready to assess how good the programme is. Class 1 needs to re-timetable to ensure it is completed regularly. It is confusing in mixed year group classes as groups are all doing different things at the same time. It is hoped this will improve when Class 2 is split 4 mornings a week.</li> <li>• Does it help when pupils practice at home? It does make a difference and AB will arrange parents meetings to engage parents/carers.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>How many pupils will be in the KS2 split classes?</b> 19/13 with some SEN pupils in the smaller group.</li> <li>• <b>What are P Scales?</b> This stands for Pivots – this is to help show progress for pupils who haven't made expected progress over a period of time. It can only be used when a pupil reaches the Summer term in Y1.</li> <li>• <b>Is this a school internal measure?</b> No, part of the National Curriculum</li> <li>• <b>What is the Polaris school?</b> A teaching school which receives government funding to support RI (Requires Improvement) schools and to train other schools.</li> <li>• <b>Is school still making use of Sumdog?</b> Yes although it would be worth re-sending out passwords to reinvigorate.</li> <li>• <b>Will school still use Total Sports for PE and the after school club?</b> Yes this is all in place.</li> </ul> <p>There were no further questions or queries. <b>Resolved: That the Head Teacher's report be accepted.</b></p>	
15/182	<p><b>Update from the Head Teacher on Safeguarding.</b> This item had been discussed under the Head Teacher's report.</p>	
15/183	<p><b>Update from the Head Teacher on Pupil Premium.</b> This item had been discussed under the Head Teacher's report.</p>	
15/184	<p><b>To receive a report from the recruitment panel on the KS2 interviews.</b> 17 applications had been received and 4 candidates were shortlisted. Two of the candidates pulled out the day prior to interview. The panel has recruited a full time teacher. They have an experienced background and were the favourite on paper. KW was thanked for her admin support throughout the process.</p> <ul style="list-style-type: none"> <li>• <b>What pay scale will this be?</b> MPS 6. It was suggested that Pupil Premium money could be used to support the appointment.</li> </ul>	
15/185	<p><b>To receive a report from the Steering Committee.</b> There has not been a meeting due to the unexpected recruitment. AM to draft a Governance Statement over the Summer and to send meeting dates to members for next year.</p>	AM
15/186	<p><b>To receive a report from the Health and Safety Committee.</b> A premises inspection has been planned for 18.07.16. A Fire evacuation was carried out today in 1m 5 seconds. No comments. Staff members confirmed their responsibilities.</p>	
15/187	<p><b>To receive reports from any other committees.</b> A Curriculum and SEN meeting has taken place where the SATs results were discussed in detail.</p>	
15/188	<p><b>Consider budget monitoring report.</b> The Revenue budget is £1,457 better than last month due to mentoring receipts for having a student teacher all year. The in-year deficit is now £2,710 and the expected surplus to carry forward to 2017/18 is £35,246. The figures include the new KS2 teacher.</p> <ul style="list-style-type: none"> <li>• <b>Is school having a student teacher next year</b> For 1 term only – Spring.</li> <li>• <b>What happened to the lottery grant application?</b> The application was rejected. It is hoped that another application can be made to replace all KS2 play equipment and decking area.</li> </ul> <p>There were no further questions or queries and the monitoring report was approved. <b>RESOLVED: That the monitoring report dated 30.06.16 be approved.</b></p>	

15/189	<b>Review governor skills audit.</b> The skills audit was completed and was discussed in detail. There is a range of different levels of knowledge for all sections across the governing board and training will be sought where there are gaps. CH to prepare a summary. The audit is completed annually.	CH
15/190	<b>Review governing body SEF.</b> To be completed by the Steering Group.	AM
15/191	<b>Update on Governor Newsletter.</b> It was agreed a brief summary of the SATs results would be included. AB to provide short section as new Head. CH to send draft to school for distribution before the end of term.	CH
15/192	<b>To establish a programme of governor visits to school.</b> None planned. Programme to be established for next year when School Development Plan has been produced.	
15/193	<b>To consider annual report on fixed term exclusions, formal complaints and racist incidents.</b> None.	
15/194	<b>To consider Governor training.</b> SW to be offered Introduction to Governance. LA to attend Chairing the Governing Board (08.11.16), LA to attend Governor School Improvement Network (SIN - 06.10.16 & 09.02.17), AM & LA to attend Governor SIN (16.05.17), AB to attend Complaints Training for Schools (22.09.16), CH & LA to attend How Governors can be Effective... (18.10.16). Clerk to look out for Bitesized Finance training.	KW
15/195	<b>To review and approve the following school policies:</b> <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• More Able, Gifted &amp; Talented</li> <li>• Publication scheme</li> <li>• Information policy</li> <li>• Redundancy policy</li> <li>• Resolving issues at work</li> </ul> <p>It was suggested that the G&amp;T policy should be incorporated into the Inclusion policy when it is reviewed.</p> <p><b>RESOLVED: That the above policies be approved and signed by the Vice Chair.</b></p>	
15/196	<b>Correspondence.</b> 1. Governing Matters May/June 2016 2. Governing Matters July/August 2016	
<b>PART 'B' – OTHER BUSINESS</b>		
15/197	<b>To deal with any matters agreed for consideration under item 15/178.</b> None.	
15/198	<b>Thank you and farewell to Mrs Andrews.</b> The Chair expressed grateful thanks to Mrs Andrews on behalf of the Governing Body for all her hard work over the last 10 years and celebrated the many successes she has had.	
<b>Closure</b>	There being no other matters to discuss, the meeting was closed at 17:55	

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.