

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, 20 March 2015 at 3.30pm

Present:

Mrs. V. Bate (Chair), Mrs. D. Andrews (Head Teacher) (DA), Mrs. A. Mitchell (AM) Mrs. C. Huntington (CH), Stuart White (departed 5.40pm), Ms J Lelean (JL), Mr M Wynne (MW) and Mr. P. Cressey (PC) (arrived 4.30pm).

In attendance: Mrs. K. Wilkinson (Clerk)

Guest: Ruth Mason - Education Development Adviser

No.	Item	Action
PART 'A' – PROCEDURAL		
14/094	<p>To receive apologies for absence and to determine whether any absences should be consented to. Apologies for absence had been received from Mrs K Newton. RESOLVED: That the above apologies be accepted and consented to.</p>	
14/095	<p>Ruth Mason, Education Development Adviser to look at RAISE Online data. Members had previously been given copies of the RAISE online 2014 Summary Report. RAISE online is an online tool commissioned jointly by the DfE and Ofsted to provide data to schools to support their self-evaluation. It aims to provide a common set of analyses for schools, local authorities, inspectors and School Improvement Partners. The data was looked at in detail and there were a number of questions:</p> <ul style="list-style-type: none"> ● What happens if a pupil has a high level in maths and a low level in English? The report breaks the data down into subjects. ● How often is the data updated? Annually. ● The report is based on last year's data – the data has now changed? Yes – but Ofsted inspectors will look at this report and want to discuss it with the Headteacher and governors. ● Will Ofsted want to see if pupils know about faiths other than their own? Yes they will look at assemblies, lessons etc. ● Does the school have case studies for pupils on the SEN register? DA – yes. ● How does school handle absence of pupils with medical needs? DA – there are case studies. ● How can schools deal with levels that are given to pupils by another school? Schools are advised to assess the pupil on arrival in their school so progress attained in school can be monitored. ● Is school carrying out any Spelling, Grammar & Punctuation interventions? DA - Within the classroom and at Y6 revision club ● What does Value Added mean? This is where a pupil exceeds their expected progress from the end of KS1 to the end of KS2 	

	<ul style="list-style-type: none"> • Are the national figures based on small schools or all schools The national figures are based on all schools • How often should governing bodies look at the data? Members should look at the data in detail on publication and compare this with summer in-school data. It should be used to help set the priorities on the School Development Plan. Governors should look for any trends etc. <p>There were no other questions or queries and the Chair thanked Mrs Mason for attending the meeting.</p>	
14/096	<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>	
14/097	<p>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</p> <p>None.</p>	
14/098	<p>To receive items to be recorded in the Register of Hospitality.</p> <p>None.</p>	
14/099	<p>To receive notification of any other urgent business.</p> <p>None.</p>	
14/100	<p>To confirm as a correct record the minutes of the meeting held on Friday, 23rd January 2015 (previously circulated) and confirm the confidential minute 14/053 from 05.12.14.</p> <p>VB queried how long the co-opted members serve on the governing body under the new constitution. Members serve for 4 years commencing from the meeting they are co-opted and may resign from their post at any time.</p> <p>Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.</p> <p>Resolved: That the confidential minute 14/053 from 05.12.14 be signed by the Chair as a correct record.</p>	
14/101	<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>	
14/102	<p>Date of next meeting.</p> <p>10.07.15</p>	
PART 'B' – SCHOOL IMPROVEMENT		
14/103	<p>To receive the Headteacher's report</p> <p>To include:</p> <ul style="list-style-type: none"> • Update on the School Development Plan 2014/15 • Update on school data • Review of Ofsted report • Receive a report from the SEND co-ordinator • RAISE Alliance • Premises report • Closing The Gap <p>In addition to the written report, DA advised the meeting that she has arranged for Mike Smit (Senior</p>	

	<p>Advisor) to carry out a Health Check on the school on 20 April. This will be in the form of an Ofsted inspection. Members wished to know if Mr Smit would like to speak to governors and this will be confirmed.</p> <p>School was given special glasses by a grandparent for the pupils to see the solar eclipse on 20 March. Pupils went outside in small, supervised groups to experience the event. Behaviour was very good.</p> <p>There were a number of questions arising from the report:</p> <ul style="list-style-type: none"> ● Is the school's calculation policy on the website? No – it will be put on asap <i>[the policy has now been added to the website]</i> ● How did the cross country finals go? Really well – the pupils who took part did brilliantly and it was a fantastic achievement. All pupils have also taken part in an intra-school High 5 netball event. ● Is the wooden play equipment still out of bounds? Yes – there has been no further communication from the authority on this matter. ● How did the parents' e-safety workshop go? Quite well. All parents/carers were invited to attend well in advance however; take up could have been better. ● What is Skywatch? This is a large inflatable planetarium available for hire by schools. Pupils will see the major star constellations and be able to experience total darkness. Mrs Newton and Mrs Copley have completed the Skywatch Accreditation Course. The planetarium will be located at Fairburn school on 30 April. <p>DA commented that there had been really good attendance at the recent Class 1 parents' assembly and CH remarked that the C2 assembly which will take place next week as an enterprise event will have pupils running stalls which show their learning.</p> <ul style="list-style-type: none"> ● Governors wished to know how the C2 teachers were settling into their roles. DA commented that the partnership is working really well and that feedback at parents' evening was fantastic. CH commented that there is lots going on in the classroom and lessons are so interesting. <p>There were no further questions or comments. Resolved: That the Head Teacher's report be accepted.</p>	<p>DA</p> <p>KW</p>
14/104	<p>Update from the Head Teacher on Safeguarding. DA completed refresher training as part of the recruitment process earlier in the year. The whole school staff will carry out refresher training on the training day after Easter.</p>	
14/105	<p>Update from the Head Teacher on Pupil Premium. This was reported as part of the Headteacher's report.</p>	
14/106	<p>To receive the completed Governor Skills Audits. Governor skills audits have been received from PC, AM and SW. These have been passed to CH who will compile them. All other members were asked to complete their audits and email to CH asap.</p>	ALL
14/107	<p>To receive the completed Governor Financial Skills Audit (PC, MW, VB) Completed finance skills audits have been received from AM and PC. VB and MW to complete and pass to KW asap.</p>	<p>VB MW</p>

14/108	To review Governing Body Self Evaluation. All completed.	
14/109	To discuss the governors Ofsted crib sheet. It was agreed that AM, CH, VB and SW meet after the SEF has been circulated to put together a crib sheet. Model documents have been circulated and these will be adapted. DA to send SEF asap.	DA
14/110	Update on Governor Newsletter. The newsletter was issued at the end of January and included full feedback/results of the parent questionnaires. The chair thanked CH for producing the newsletter and CH thanked SW for his assistance with the chart.	
14/111	To consider the Budget Monitoring report. The monitoring report dated 28 February 2015 had been previously circulated and was discussed. The FMS Officer; Angela Radcliffe (AR) had reported that the forecast was better than the previous month as the actual expenditures are now more accurate as we draw to the end of the financial year and in particular on electricity, training courses, supply and contractors. Overall school revenue budget is forecast to carry forward £19k and Capital is forecast to carry forward £7k. RESOLVED: That the Budget Monitoring Report for 28 February be accepted as a correct record.	
14/112	Update on the Schools ICT Server and ICT projects. The new server has been fitted and there has been a few teething problems, particularly around passwords, which we continue to try to resolve. There have been major issues with connecting to wifi throughout school. Schools ICT have advised school that this will be resolved when the ICT project is completed. The installation will take place w/c 7 th April. There was a question about if school has sufficient wifi points in the building and DA confirmed that the project has specified only two wifi points in school and that currently there are three. School will clarify with Schools ICT if this is sufficient. There was a question about whether the school's contract for internet (Litetouch) is enough and DA confirmed that if this doesn't meet the schools need then the contract can be increased.	
14/113	Review written reports on governor visits to school and establish a programme of governor visits to school. AM has completed a governor visit report for a KS1 maths visit. The lesson was about shapes and AM witnessed differentiation across year groups and abilities and behaviour was very good. AM requested a C2 visit for maths and a date will be arranged.	DA
14/114	To consider Governor training for the forthcoming year. The clerk had attended a forum on 5 March which looked at writing minutes. It was suggested that clerks should highlight in the minutes when governors have met one of the three core functions of a governing body. The three core functions are: <ol style="list-style-type: none"> 1. Ensuring clarity of vision, ethos and strategic direction; 2. Holding the Headteacher to account for the educational performance of the school and its pupils; 3. Over-seeing the financial performance of the school and making sure its money is well spent It was agreed that the clerk should highlight the minutes as appropriate. PC had attended Bitesized Finance training which was orientated towards Ofsted inspections. VB is booked on to the Governor School Improvement Network meeting on 25 March and AM will accompany VB to the Governor SIN on 18 June. The clerk had previously circulated the governor training brochure from 10.03.15 to 10.07.15. It was noted that governors have received training at governor meetings on a regular basis and this includes this evening's visitor who discussed data. DA pointed out that the Health Check on 20 April will also form part of training for governors.	

14/115	<p>To review and approve the following school policies:</p> <ol style="list-style-type: none"> 1. Fire Safety 2. Health and Safety 3. Use of digital and video images 4. Website privacy 5. E-safety <p>The Business Continuity plan has been updated to include that the village hall would be used in the case of a full evacuation (we hope this will be approved by the Parish Council soon so that the school can hold keys for the hall). This was not on the agenda. The E-safety, Use of Digital and Video Images and Website Privacy policies are new and based on the NYCC models. The Health and Safety and Fire Safety policies have been updated with new staff names.</p> <p>RESOLVED: That the above policies be approved and signed by the Chair.</p>	MW
14/116	<p>To receive the NYCC Catering Monitoring Inspection report 25/02/15.</p> <p>The report had been previously circulated to members. The overall score was 99%. Members commented that this is excellent. The only observation made on the report related to damp returning to the storage cupboards. This has already been reported and addressed.</p>	
14/117	<p>To receive the Energy Traded Service Audit 2015.</p> <p>The school has received its energy audit for 2015 which gives school a DEC (Display Energy Certificate) rating of G153 which is 53 points higher than expected for a primary school. This is because school only has electricity which is not classed as a primary fuel because it needs to be generated. Electricity carries the highest CO² tariff of all fuels. School is advised to increase staff and pupil awareness to boost energy saving behaviour.</p>	
14/118	<p>To receive a report from the Health and Safety Committee.</p> <p>The committee will arrange a meeting to carry out an inspection.</p>	
14/119	<p>To receive reports from any other committees</p> <p>The Finance Committee minutes dated 17.11.15 had been previously circulated.</p>	
14/120	<p>To consider the report on fixed term exclusions.</p> <p>None.</p>	
14/121	<p>Correspondence</p> <ol style="list-style-type: none"> 1. Letter from the Corporate Director on Commission for School Improvement 12.02.15 2. Governing Matters March/April 2015 	
14/122	<p>Book Scrutiny.</p> <p>The book scrutiny was postponed. It was pointed out that books were inspected at parents evening.</p>	

PART 'C' – OTHER BUSINES

14/123	To deal with any matters agreed for consideration under item 14/099. None.	
Closure	There being no other matters to discuss, the meeting was closed at 17:25	

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.