

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, 22 April 2016 at 3.30pm

Present:

Ms. L. Auty (LA)(Vice Chair), Mrs. D. Andrews (DA) (Head Teacher), Mrs. C. Huntington (CH), Mrs. K. Newton (KN), and Mr. P. Cressey (PC)

In attendance: Mrs. K. Wilkinson (Clerk).

No.	Item	Action
PART 'A' - PROCEDURAL		
15/138	<p>Book Scrutiny. Postponed. Books had been thoroughly looked at by members of the recruitment committee during the selection process.</p>	
15/139	<p>To receive apologies for absence and to determine whether any absences should be consented to. Apologies for absence had been received from Mrs. A. Mitchell and Mr. S. Welbourne. RESOLVED: That the above apologies be accepted and consented to.</p>	
15/140	<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>	
15/141	<p>To remind governors of the need to declare interests, pecuniary or non-pecuniary. None.</p>	
15/142	<p>To receive notification of any other urgent business. None.</p>	
15/143	<p>To review governor membership and determine any action to be taken. There is a vacancy for the position of Vice-Chair. CH nominated LA and this was seconded by DA. There were no other nominations. There were no objections. There are two vacancies for co-opted governors. CH offered to put an advert on her personal Facebook page. It was suggested that an advert could be put up in the pub and on the notice board outside the village hall. It was suggested that an ad could be put in the Hllam News and St. Wilfred's Parish Link newsletters. PC offered to talk to the Rotary. The advert should be posted on the school website. It was agreed that the board is looking for someone who is strategic and there are skills gaps in Health & Safety, finance, HR and curriculum. KW to draft advert with CH. RESOLVED: That LA be elected to Vice-Chair of the Governing Body.</p>	KW
15/144	<p>To complete the register of business interests (PC). PC completed the register of interests.</p>	
15/145	<p>To receive items to be recorded in the Register of Hospitality. None.</p>	
15/146	<p>To discuss new requirement for co-opted governors to provide references. LA and AM to provide two references.</p>	LA/AM

15/147	<p>Committees: To fill the vacancies Nothing further.</p> <ul style="list-style-type: none"> • General Complaints & Staff Appeals – AM, LA + 1 vacancy • Finance & Premises – AM, DA, PC, LA & SW (clerk – KW) • Curriculum – KN, DA, CH • Health and Safety – LA + 1 vacancy • Pupil Discipline – AM, SW + 1 vacancy • Staff Dismissal – AM, PC + 1 vacancy • Head Teacher’s & Clerk’s Performance Management – AM, LA, PC • Steering Committee – AM, CH, LA 	
15/148	<p>To discuss provision of references for co-opted governors. See item 15/146</p>	
15/149	<p>To confirm as a correct record the minutes of the meeting held on Friday 5 February 2016 (previously circulated) and the confidential minutes of the meeting held on 13 April 2016.</p> <p>Resolved: That the minutes of the last meeting and the confidential minute 15/108 of the last meeting be signed by the Chair as a correct record.</p> <p>Resolved: That the confidential minutes of the meeting held on Wednesday 13 April be signed by the Chair as a correct record.</p>	
15/150	<p>To consider any matters arising from the minutes for which there is no separate agenda item. None.</p>	
15/151	<p>Safeguarding Training – To collect certificates of training. Certificates have been received from AM only. Members were asked to complete the online training as soon as possible and to bring copies of their certificates to the next meeting.</p>	ALL
15/152	<p>Date of next meeting. Friday 15 July at 3:30pm. It was agreed to invite Adam Blackwood.</p>	DA
PART ‘B’ – SCHOOL IMPROVEMENT		
15/153	<p>To receive the Headteacher’s report. To include:</p> <ul style="list-style-type: none"> • School Development Plan • Update on school data • Review of Ofsted report • Receive a report from the SEND co-ordinator • Report from the RAISE Alliance • Premises report <p>There were a number of questions and comments arising from the report:</p> <ul style="list-style-type: none"> • There was a discussion around the golden tickets awarded to pupils who read at home to an adult. There were suggestions about changing the reward (which school already does) and the frequency of the reward. • Is school finding the Read, Write Inc package of benefit? It is difficult to say just yet as the system hasn’t been in place very long. There is concern that it may be taking time away from phonics lessons particularly in KS1. Overall results will be at the end of the Summer term. • Has the British Values display been updated with pictures following the recent visitors that school has had? Yes – the visitors were very impressed with the pupils’ knowledge and the board has been updated. 	

- There was a discussion about the recent DfE announcement that all schools are to become Academies by 2020. What preparation is school making for these changes? School has been accepted to join the North Star Alliance. There will be a number of seminars and conferences to help schools with their decisions. Schools are advised not to rush into joining an academy trust but also should not do nothing.
Will there be events for governors to attend?
Yes and it is expected that the Governor Network meetings will concentrate on this matter.
Can school work with Adam Blackwood in advance of September so that he is on board with this?
A number of dates have been agreed for handover.
- There was a discussion about the Reading Intervention programme. How long did it take the pupil to achieve a gain of 15 months?
10 weeks.
- How does school know which pupils are eligible for Pupil Premium funding?
School is confident that no pupils are missed. There are letters handed to all new starters and the Headteacher approaches families who haven't applied for the funding.
- How was the attendance for the parent consultations?
Very good. Three families couldn't make the meetings and these will be followed up so that they do not miss the opportunity.
- What is Bags2School?
Bags2School is a company that specialises in good quality second hand clothing. They pay 20p per kilo of goods collected which goes to school funds.

There were no further questions or queries.

15/154 Update from the Head Teacher on Safeguarding.
This item was discussed as part of the Headteacher's report.

15/155 Update from the Head Teacher on Pupil Premium.
This item was discussed as part of the Headteacher's report.

15/156 To receive a report from the Steering Committee.
Nothing further.

15/157 To receive a report from the Health and Safety Committee.
LA to advise suitable dates for an inspection.

LA

15/158 To receive reports from any other committees.
None.

15/159 Update on website requirements.
KW and AM completed the audit which is up to date.

15/160 To review and approve the start budget.
The start budget and 3 year forecast had been previously circulated and was discussed. The 2016/17 budget is based on 52 pupils and does not yet include the savings that the salary for the new Head Teacher will bring.

	2016/17 £'000	2017/18 £'000	2018/19 £'000
Revenue	33.8	31.2	7.3
Capital	0.0	0.1	0.1

There were a number of questions:

- Why do the funds delegated by the LA reduce in Y3?
This is due to the forecast in numbers reducing and Minimum Funding Guarantee (MFG) reducing.

	<ul style="list-style-type: none"> At what point is the forecast reviewed as the actual pupils coming in September is now above the forecast? The revised forecast is carried out in December/January. How can school forecast pupil premium pupil numbers and what do we do about this year's new starters and whether they will qualify for the funding? Forecasting pupil premium is really a best guess. New pupils are informed about pupil premium funding and invited to complete the form at the parents meeting for new starters which is held in June. If school feels there may be someone missing out they will approach them personally. School is confident that there is no one on roll who should receive the funding. Why are we forecasting for supplies and services to go down rather than up in Year 3? This is because the pupil numbers are also forecast to reduce. How many pupils are we expecting in Reception in September? 9 – two more than our maximum amount but we are able to take the additional two pupils as there are lower numbers in other year groups in that class. <p>There were no further questions of queries and the start budget was approved.</p> <p>RESOLVED: That the Start Budget Three Year Forecast 2016/17 to 2018/19 be approved.</p>	
15/161	<p>Update on Governor Newsletter.</p> <p>It was suggested that there should be a newsletter at the end of the year and that it should be a celebration of Mrs Andrews' headship. It was suggested that there could be an introduction for parents/carers from Mr Blackwood. CH to draft.</p>	CH
15/162	<p>To establish a programme of governor visits to school.</p> <p>LA to carry out second visit for priority 1 of the School Development Plan (SDP). Date to be advised.</p> <p>CH to carry out visits for priority 2 of the SDP for the bring and Share party for the Queen's birthday which will celebrate elements of the Commonwealth (26 May) and schools game day which is linked to the Olympics (22 June).</p>	LA CH
15/163	<p>To consider report on fixed term exclusions</p> <p>None.</p>	
15/164	<p>To consider Governor training.</p> <p>Could Mr Blackwood be invited to join DA on the forthcoming Ofsted training course?</p> <p>LA & CH to attend Monitoring in Practice on 18/10/16 from 17:00 – 19:30, The Regen Centre, Ricall.</p> <p>LA to attend the Summer term Governor School Improvement Network meeting (SIN) on 17/05/16 at the Parsonage, Escrick at 17:30.</p> <p>KW to attend the clerk's forum on 17/05/16</p>	DA KW
15/165	<p>To review and approve the following school policies:</p> <ul style="list-style-type: none"> Appraisal Exclusions School Session Times Behaviour Management Acceptable Use <p>Governors liked the Behaviour Management policy and will use it when attending school on governor visits.</p> <p>RESOLVED: That the above policies be approved and signed by the Vice Chair.</p>	
15/166	<p>Correspondence.</p> <p>1. Governing Matters Jan/Feb 2016</p>	

PART 'B' – OTHER BUSINESS

15/167	To deal with any matters agreed for consideration under item 15/142 None.	
Closure	There being no other matters to discuss, the meeting was closed at 17:20	

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.