

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, 23rd January 2015 at 3.30pm

Present:

Mrs. V. Bate (Chair) (departed 4.10pm), Mrs. D. Andrews (Head Teacher) (DA), Mrs. A. Mitchell (AM) Mrs. C. Huntington (CH), Mrs. K. Newton (KN), Stuart White and Mr. P. Cressey (PC).

In attendance: Mrs. K. Wilkinson (Clerk)

No.	Item	Action
PART 'A' - PROCEDURAL		
14/065	<p>To receive apologies for absence and to determine whether any absences should be consented to. Apologies for absence had been received from Mr. M. Wynne and Ms J. Lelean. RESOLVED: That the above apologies be accepted and consented to.</p>	
14/066	<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>	
14/067	<p>To remind governors of the need to declare interests, pecuniary or non-pecuniary. None.</p>	
14/068	<p>To complete the register of business interests. SW completed the Register of Interests.</p>	
14/069	<p>To receive items to be recorded in the Register of Hospitality. None.</p>	
14/070	<p>To receive notification of any other urgent business. DA wished to discuss the ICT project and quotation. This will be discussed under item 14/081.</p>	
14/071	<p>Governing Body Reconstitution. The proposed constitution has been approved by Governor Support and the new Instrument has been sealed by the Legal Department. The first meeting of the new Governing Body will be Friday 10th July 2015 and will consist of the Head Teacher, the LA Governor, The Staff Governor and the two Parent Governors. The clerk will take the first two items on that agenda which will be</p> <ul style="list-style-type: none"> • The co-option of Governors • The election of Chair to the Governing Body <p>The Governors to be elected will be invited to the meeting but must not be admitted until the Governors have Co-Opted them after which they will be full members and may take full part in the meeting including the election of the Chair.</p>	
14/072	<p>To confirm as a correct record the minutes of the meeting held on Friday, 5 December 2014. Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.</p>	
14/073	<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 were no further developments with this matter. 	
14/074	<p>Date of next meeting. The next meeting will be held on 20.03.15. It was suggested that next year the meeting usually held in January should move to February and that the meeting usually held in March should move to April in order to give a better spread of meetings throughout the year and this was agreed.</p>	KW

PART 'B' – SCHOOL IMPROVEMENT

14/075	<p>To receive the Headteacher's report 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 wished to note that she is very happy with the new teaching staff in KS2 and that they have settled in very well. In addition, the new GTA (CH) has already increased her hours from 2 to 4 hours per week.</p> <p>There were a number of questions on the report:</p> <ul style="list-style-type: none"> • How many foreign language lessons do the pupils have? The new curriculum states that a foreign language should be taught in KS2 (not KS1) and at the moment this is 40 minutes per week. • Does the school receive any funding for medical needs? No • How is the Reading Intervention programme impacting on students? It is a very intense catch up programme and gets good results. Pupils have 40minutes a day 4 times per week. Staff are attending a follow up meeting as part of the training on 2nd February. [Pupils will be assessed before Easter]. • Will school consider storage heaters in the shed to protect the additional books from damp? Possibly. The books are well packed at the moment. • Has the school experienced any trespassers on the school grounds when school is closed recently? Not recently. <p>Resolved: That the Head Teacher's report be accepted.</p>	
14/076	<p>To receive the Annual Report to Governors on Safeguarding Children. The report had been previously circulated and included details of training carried out, policies and individual casework safeguarding issues. CH as Child Protection Governor has inspected the report in detail. Resolved: That the Annual Report to Governors of Safeguarding be accepted.</p>	
14/077	<p>Update from the Head Teacher on Pupil Premium. There are 5 eligible pupils at present and 2 further pupils who are "Ever 6". We have started Reading Intervention with 2 pupils. The website needs to be updated with details of the Pupil Premium 2014/2015.</p>	
14/078	<p>To Update the Governor Skills Audit. Governors were asked to complete the Governor Skills Audit for this year before the next meeting. PC and SW requested electronic copies of the audit.</p>	<p align="center">ALL KW</p>
14/079	<p>To discuss the governors Ofsted crib sheet. CH, VB & AM to arrange a meeting to discuss and to invite all members. It was suggested that the governor SEF could be used to help put the crib sheet together. DA updating the school SEF and will be emailed to Governors.</p>	<p align="center">CH/AM DA</p>

14/080	<p>To consider the Budget Monitoring report. The FMS Officer has not visited school since the last monitoring report. There have been very little changes except that there have been some savings on staffing due to the change of teachers on Class 2.</p>	
14/081	<p>To consider the Schools ICT proposals for a replacement server. In December the school's nas (network attached storage) box failed and Schools ICT has provided school with a quote to replace the system. School's ICT will only replace the nas box as part of a server system and the quotation is £3,757.49 which includes fitting and maintenance by Schools ICT and also a remote backup service. DA would like to accept the quote as soon as possible as the school is currently without safe backup. DA has discussed the matter with the FMS Officer who has confirmed that there is no problem financially. Members agreed that school should accept the quote.</p> <p>In addition to the server DA has requested that Schools ICT carry out an audit of the schools IT equipment which has been prompted by the recent withdrawal of support from Microsoft of Windows XP and many issues with compatibility in the classroom with software and hardware. Following a site visit Schools ICT has provided school with a quotation for £7,895.88 including:</p> <ul style="list-style-type: none"> • Additional network points • Additional wireless access points • Replacement teacher laptops • Replacement curriculum PCs & laptops • Software updates • Installation & maintenance <p>Members discussed the existing equipment issues and there was a question about whether Friends of Burton Salmon School could raise funds to contribute to the costs. DA advised that in addition to this ICT upgrade school would like to update the existing classroom Smartboards with clever touch screens and that this could be a suitable fundraising project for FOBSS. Members asked whether the school can bear the cost and DA confirmed that she has discussed the costs with the FMS Officer who has confirmed that the school's budget is healthy and there are no issues financially. There were no further questions or queries and members agreed that the project was essential and that school should accept the quotation.</p> <p>Resolved: That school should accept the quotation from Schools ICT for the replacement server for £3,757.</p> <p>Resolved: That school should accept the quotation from Schools ICT for the Whole School ICT Development Project for £7,895.</p>	<p>DA</p> <p>DA</p>
14/082	<p>To ratify the SFVS. AM and KW had previously met to review the Schools Financial Audit. The following action points have been completed since the last audit:</p> <ul style="list-style-type: none"> • Finance meeting minutes are copied to the full governing body members • Staff meetings include an item on the school budget • Staff have completed the financial skills audit • Staffing is reviewed regularly and reported to governors through the Head Teachers report • School to buy into the Redstore online backup for school data with Schools ICT <p>The following action points have been added for this year:</p> <ul style="list-style-type: none"> • Finance Governors to complete the Finance Skills Audit • Staff details to be updated on the school website <p>There were no further questions or queries and the audit was signed by the Chair and will be returned to Veritau before the end of March.</p> <p>Resolved: That the SFVS be updated and returned to Veritau.</p>	<p>KW</p>
14/083	<p>Update on Governor Newsletter. CH will draft the newsletter and circulate to members for approval.</p>	<p>CH</p>
14/084	<p>Review written reports on governor visits to school and establish a programme of governor visits to school. None.</p>	
14/085	<p>To consider Governor training for the forthcoming year. SW had attended the new governor training which had been very helpful.</p>	

14/086	To review Governing Body Self Evaluation. All to complete SEF and email to AM. Then DA to review and discuss any red/orange areas. To be completed by next meeting.	ALL
14/087	To review and approve the following school policies: <ol style="list-style-type: none"> 1. Child Protection Policy 2. Freedom of Information Act – Publication scheme 3. Confidentiality Policy 4. Volunteers Policy 5. Budget Management Policy 6. Homework Policy <p>The budget management, child protection, confidentiality, homework and volunteers policies are all new policies and are based on the NYCC models. The publication scheme has not changed.</p> <p>RESOLVED: That the above policies be approved and signed by the Chair.</p>	
14/088	To review the Accessibility Plan. The Accessibility plan has been reviewed and circulated to members. The website will continue to be updated increasing availability of information and an annual review of the school's aims and visions will take place including all stakeholders and will be displayed in the school entrance and in the dining hall. All other action points have been completed. The plan runs to 2017 when a new one will be established.	
14/089	To receive a report from the Health and Safety Committee. There has not been a report since the last governors meeting. School has carried out a fire drill which was very good (1m 15s) and included the new staff.	
14/090	To receive reports from any other committees. The Head Teacher and SEN governor have met and discussed the SEN register and action for pupils. The Head Teacher has met with the Child Protection governor where the Safeguarding audit was reviewed in full and signed and the Annual report to Governors was discussed in full.	
14/091	Correspondence. <ol style="list-style-type: none"> 1. Governing Matters January/February 2. Yorkshire Ambulance Service defibrillator training session in Burton Salmon 17.02.15 <p>There was a question about whether teachers should be trained and school agreed to consider this.</p>	
14/092	Book Scrutiny. There were RE books from KS1 and literacy books from KS2. Members commented that letter formation had definitely progressed and handwriting. Comments from teaching staff are even better and homework comments are specific to individuals. DA reported that teachers have also carried out a book review and agreed clearer differentiations and different coloured pens will be used for clarification. Teachers agreed Class 1 need more "next steps" for pupils but it was noted that some of younger pupils cannot read the comments. There was a question about whether the books should go home so that parents can support pupils with their next steps. There was some concern that the books wouldn't come back into school.	
PART 'C' – OTHER BUSINESS		
14/093	To deal with any matters agreed for consideration under item 14/070. None.	
Closure	There being no other matters to discuss, the meeting was closed at 17:25	

Signed _____

Date _____