

# 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, 24<sup>th</sup> January 2014 at 3.30pm

**Present:**

Mrs. V. Bate (Chair), Mrs. D. Andrews (Head Teacher) (DA), Mrs. C. Huntington (CH), Mrs. K. Newton (KN), Mr. E. Beechey (EB), Mrs. A. Mitchell (AM), Mr. P. Cressey (PC) and Miss J. Lelean (JL)  
Mrs. K. Wilkinson (Clerk).

| No.                          | Item   | Lead |
|------------------------------|--|------|
| <b>PART 'A' - PROCEDURAL</b> |  |      |
| 13/063                       | <p><b>To receive apologies for absence and to determine whether any absences should be consented to</b><br/>Apologies for absence had been received from Mr. M. Wynne.<br/><b>RESOLVED: That the above apologies be accepted and consented to.</b></p>   |      |
| 13/064                       | <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><br/>Item: 13/077: Devolved Capital Project.<br/><b>Resolved: That item 13/077 is excluded from the minutes to be made available for public inspection.</b></p>  |      |
| 13/065                       | <p><b>To remind governors of the need to declare interests, pecuniary or non-pecuniary</b><br/>None.</p>   |      |
| 13/066                       | <p><b>To complete the register of business interests</b><br/>PC completed the Register of Interest form.</p>   |      |
| 13/067                       | <p><b>To receive items to be recorded in the Register of Hospitality</b><br/>None.</p>   |      |
| 13/068                       | <p><b>To receive notification of any other urgent business</b><br/>None.</p>   |      |
| 13/069                       | <p><b>Committees: To fill the vacancies</b></p> <ul style="list-style-type: none"> <li>• General Complaints &amp; Staff Appeals – VB, EB, MW</li> <li>• Finance &amp; Premises – AM, MW, DA, VB, PC (clerk – KW)</li> <li>• Curriculum – KN, DA, CH</li> <li>• Health and Safety – VB, EB</li> <li>• Pupil Discipline – VB, JL, AM</li> <li>• Staff Dismissal – AM, CH, PC</li> </ul> <p><b>RESOLVED: That the above committees be appointed with the membership as indicated</b></p>  |      |
| 13/070                       | <p><b>To confirm as a correct record the minutes of the meeting held on Friday, 29<sup>th</sup> November (previously circulated)</b><br/><b>Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.</b></p>   |      |
| 13/071                       | <p><b>To consider any matters arising from the minutes for which there is no separate agenda item</b></p> <ul style="list-style-type: none"> <li>• Traffic and parking<br/>It was agreed that school would contact North Yorkshire Police about the matter once again and ask them to be on site at 3.15pm when the problem is particularly bad and to seek advice about advisory signs on the footpath. It was suggested the matter be raised at the Community Engagement Forum.</li> <li>• Review of school flyer<br/>Ongoing</li> </ul> | DA   |

|                                      |   |    |
|--------------------------------------|---|----|
|                                      | <ul style="list-style-type: none"> <li>• ORBIT Training<br/>CH carried out training with school in January.</li> <li>• Parentview link on website<br/>The link is on the website. It was agreed to add an item to the next newsletter to ask parents/carers to complete the questionnaire, to mention to parents/carers at parents evening and to put posters on the entrance door.</li> </ul>  | DA |
| 13/072                               | <b>Date of next meeting</b><br>28.03.14   |    |
| <b>PART 'B' – SCHOOL IMPROVEMENT</b> |   |    |
| 13/073                               | <p><b>To receive the Headteacher's report</b><br/><b>To include:</b></p> <ul style="list-style-type: none"> <li>• Update on School Development Plan 2013/14</li> <li>• Review of Ofsted report</li> <li>• Receive a report from the SEND co-ordinator</li> <li>• Premises</li> <li>• Update on Cluster Trust Status (RAISE)</li> </ul> <p>There are an additional two pupils in KS1 for 3 months. The Education Development Advisor (EDA), Maureen Benson carried out maths monitoring. Teaching in both classes was good. The Chair had met with the EDA and is happy that teaching is good. School has been advised to prepare case histories to support data. There are now 10 pupils on the SEN register.</p> <p>The following questions were put to the Head Teacher:</p> <ul style="list-style-type: none"> <li>• When does the sports funding run out? 3 Years.</li> <li>• Will school keep the sports advisor for the duration of the funding? Yes.</li> <li>• Will school deliver PE by Y3? Yes together with outside coaches.</li> <li>• Can the funding be carried forward if unspent? School has not been advised that the authority will take back any unspent funds, but does have to publish how the funding is being spent.</li> <li>• Are the pupils that are in receipt of 1 to 1 support in danger of not achieving L4? Yes.</li> <li>• Could 1:1 support help the secure L4 pupils achieve L5? This is something for school to consider.</li> <li>• How often does 1:1 take place? As and when required.</li> <li>• Who carries out 1:1 support? Teaching staff.</li> <li>• How long are the sessions? 1 hour.</li> <li>• How many pupils that are on the SEN register started school in Reception? Four out of ten.</li> <li>• What are the inclusion activities that are being funded by Pupil Premium? After school clubs.</li> <li>• What is the IPad training? Specific curriculum aps.</li> </ul> <p><b>RESOLVED: That the Head Teacher's report be received.</b></p> |    |
| 13/074                               | <b>Update from the Head Teacher on Safeguarding</b><br>The audit is progressing.  |    |
| 13/075                               | <b>Update from the Head Teacher on Pupil Premium</b><br>This item was discussed in the Head Teacher's report.   |    |
| 13/076                               | <b>To consider budget monitoring report</b><br>This item was discussed in the Head Teacher's report.  |    |
| 13/077                               | <b>To Consider the quotation received for the Architectural Services for the Devolved Capital project and agree expenditure; and to consider setting aside the Authority's LMS Scheme which stipulates that three quotations must be sought for contracts.</b><br>Confidential item.  |    |
| 13/078                               | <b>To instigate any staff reductions including any end of temporary contracts in August</b><br>There are two members of staff on temporary contracts which are due to end 31.07.14. DA would like to make the positions permanent and has discussed this with Angela Ratcliffe our FMS officer who agreed. There was a question about how long staff may be on a temporary contract for. It is believed to be two years.  |    |

|               |  |       |
|---------------|--|-------|
|               | <b>Resolved: To establish the temporary contracts as permanent roles.</b>  |       |
| <b>13/079</b> | <p><b>To evaluate the standard, cost and impact of services purchased from all outside providers to ensure best value</b></p> <p>The school signs up to the authority's traded services for all contracts including MASS, Caretaking and Cleaning, Personnel, Financial Management, Library Service, Insurances. The school has found an alternative contractor for Grounds Maintenance. It was proposed that there should be no changes and this was agreed.</p> <p><b>Resolved: That there should be no changes to the contracts for the ensuing year.</b></p>   |       |
| <b>13/080</b> | <p><b>To review virement arrangements and amend as necessary</b></p> <p>The Finance Committee is able to vire funds between budget headings within the school's overall budget. The Headteacher can vire from one budget head to another any sum not exceeding 0.5% (or £5,000) of the delegated budget. It was agreed that no changes are required.</p> <p><b>Resolved: That the vire arrangements remain as stated in the Budget Management Policy.</b></p>  |       |
| <b>13/081</b> | <p><b>To review financial procedures of the school</b></p> <p>The school follows the FMS Procedures, completes the Schools Financial Value Standard each year and completed the Internal Controls Checklist. The school buys the FMS service level B. There were no questions or queries.</p>  |       |
| <b>13/082</b> | <p><b>To consider and approve the building maintenance programme</b></p> <p>School has carried out some sink repairs in the staff room, has had the light fittings cleaned, some ceiling tiles replaced, the fan in the conservatory fixed, the girls toilet door fixed and a strip light replaced in the shed under the MASS scheme. A quote is awaited for finger guards on the conservatory doors. Jacobs have carried out the annual building survey and it has been noted that damp has recurred in the boys toilets. The school has carried out the fire risk assessment and noted that an extinguisher is missing in the dining hall which has been replaced. Also, arising from the Fire RA it was noted that school does not have lightning protection and Jacobs will provide school with contacts that can provide quotations. A member asked if this is essential and it was agreed that the school bell tower is the tallest building in the village and a decision will be based on cost and risk.</p> |       |
| <b>13/083</b> | <p><b>To review accessibility plan and disability equality scheme to ensure compliance with statutory requirements</b></p> <p>DA has updated the accessibility plan to include the sensory garden, wheelchair accessible path to the community garden and the plans for an accessible toilet. It was agreed to email the Plan to members. The disability equality scheme has been replaced by the Single Equality Scheme.</p>  | KW    |
| <b>13/084</b> | <p><b>Update on Governor Newsletter</b></p> <p>It was agreed to produce the next newsletter in May and members were asked to bring any suggestions for content to the next full governors meeting.</p>   |       |
| <b>13/085</b> | <p><b>Update on review of Governor Skills Audit</b></p> <p>CH distributed copies of the Governor Skills matrix and noted that all skill areas have at least three governors showing experience. There are some gaps in the knowledge of some governors which is of concern and these will be addressed. The audit is to be carried out annually.</p>   | KW/DA |
| <b>13/086</b> | <p><b>Review written reports on governor visits to school</b></p> <p>There haven't been any visits since the last meeting; however CH will complete a review after the Able Writers day on 4/3/14.</p>   |       |
| <b>13/087</b> | <p><b>To consider Governor training</b></p> <p>No new training has been booked. VB will attend the Governor Network meeting on 18/03/14 and the clerk will attend the Clerk's Conference on 30.01.14 and the Clerk's forum on 27<sup>th</sup> March. JL expressed an interest in attending some Eco Group training. DA advised that cluster training will be arranged through the alliance.</p>  |       |
| <b>13/088</b> | <p><b>To review Governing Body Self Evaluation</b></p> <p>The clerk has been advised that the GB should carry out a health check on an annual basis and it was agreed that AM would complete the check with the clerk at the same time as reviewing the Schools Financial Value Standard on 24<sup>th</sup> February.</p>  |       |

|                                  |  |  |
|----------------------------------|--|--|
| 13/089                           | <p><b>To review and approve the following school policies:</b></p> <ol style="list-style-type: none"> <li>1. Attendance</li> <li>2. Exclusions</li> <li>3. Charging</li> <li>4. Sex and Relationships</li> <li>5. Publication Scheme</li> </ol> <p>The Attendance, Exclusion and S&amp;R policies are all new and based on the Authority's models. Pupil Premium and Sports Funding have been added to the information to be published on the publication scheme.</p> <p><b>RESOLVED: That the above policies be approved and signed by the Chair.</b></p>   |  |
| 13/090                           | <p><b>To receive a report from the Health and Safety Committee</b></p> <p>There had been an inspection on 10<sup>th</sup> December. It was noted that a rail on the fence of the football field was broken, the gate from the KS1 play area to the decking was stuck, the cracked ceiling tiles, issues with the sinks and taps in the staff room and boys toilet. All these issues have been addressed.</p> <p><b>RESOLVED: That the Health &amp; Safety Committee report be received.</b></p>  |  |
| 13/091                           | <p><b>To receive reports from any other committees</b></p> <p>CH had attended a Curriculum meeting where she had received an overview of the new curriculum. School is currently looking at the RE curriculum and there had been a discussion around the best value principles of paying for someone to write subject curriculums and was satisfied. There had been a discussion on how levels are going.</p> <p>There had been a meeting of the SEN Committee. CH looked at the register and the pupils that are on School Action and School Action + and there was a discussion about what is being done for each child. EMS schools were discussed and Individual Provision Maps and Inclusion Passports were looked at.</p> <p>CH met with the Head Teacher to discuss EYFS. The new orbit system was shown on IPad. Security was discussed and parents have been invited to join. There was a question about IPad backups and it was confirmed that school is making use of the iCloud to backup.</p> |  |
| 13/092                           | <p><b>Correspondence</b></p> <p>None.</p>  |  |
| 13/093                           | <p><b>Book scrutiny</b></p> <p>DA had provided a selection of maths books from both KS1 and KS2 for members to look at. There was a comment about some workbooks not having enough comments and DA explained that some marking is done with the child at the time.</p>   |  |
| <b>PART 'B' – OTHER BUSINESS</b> |  |  |
| 13/094                           | <p><b>To deal with any matters agreed for consideration under item 13/068</b></p> <p>None.</p>   |  |

Signed \_\_\_\_\_  
Chair of the Governing Body

Date \_\_\_\_\_