

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, 25th September 2015 at 3.30pm

Present:

Mrs. A. Mitchell (AM)(Chair), Mrs. D. Andrews (Head Teacher) (DA), Mrs. C. Huntington (CH), Mrs. K. Newton (KN)(departed 5.30pm), Ms. L. Auty (LA)

In attendance: Mrs. K. Wilkinson (Clerk)

No.	Item	Action
PART 'A' - PROCEDURAL		
15/039	<p>To receive apologies for absence and to determine whether any absences should be consented to. Apologies for absence had been received from Mr. P. Cressey and Mr. S. White. RESOLVED: That the above apologies be accepted and consented to.</p>	
15/040	<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>	
15/041	<p>To remind governors of the need to declare interests, pecuniary or non-pecuniary. None.</p>	
15/042	<p>To receive notification of any other urgent business. To discuss the possibility of providing an online payments service.</p>	
15/043	<p>To review Governor Membership and determine any action to be taken. The Chair has received notification from Jo Lelean of her resignation from the Board of Governors. This means there is 1 parent vacancy and 1 vacancy for a co-opted governor. The clerk was asked to carry out a parent election as soon as possible.</p>	KW
15/044	<p>To receive nominations for the role of Co-Opted Governor. The committee has not yet met with the two members of the public that have expressed an interest.</p>	DA, AM, SW
15/045	<p>To complete the register of business interests (PC). To be carried forward.</p>	PC
15/046	<p>To receive items to be recorded in the Register of Hospitality. None.</p>	
15/047	<p>To receive notification of any other urgent business. N/A (see 15/042)</p>	
15/048	<p>Committees: To agree the proposed terms of reference and agree membership of the Governor Steering Committee. The proposed terms of reference had been previously circulated. It was agreed to add an additional area of responsibility: To keep under review/update a crib sheet to be used for governors in the event of an Ofsted inspection. The members are: AM, CH and SW. Meetings will take place termly. It was agreed that DA and CH would update the crib sheet in advance of the first meeting.</p>	DA/CH
15/049	<p>Committees: To fill the vacancies:</p> <ul style="list-style-type: none"> • General Complaints & Staff Appeals – AM, LA, SW • Finance & Premises – AM, DA, PC, LA + 1 vacancy (clerk – KW) • Curriculum – KN, DA, CH • Health and Safety – JL, LA 	

	<ul style="list-style-type: none"> • Pupil Discipline – AM, SW + 1 vacancy • Staff Dismissal – AM, SW, PC • Head Teacher’s & Clerk’s Performance Management – AM, LA, PC <p>To be carried forward until the vacancies have been filled. LA will carry out the first Health and Safety inspection with KW. LA to advise suitable day/time.</p>	LA
15/050	<p>To confirm as a correct record the minutes of the meeting held on Friday, 10th July (previously circulated).</p> <p>Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.</p>	
15/051	<p>To consider any matters arising from the minutes for which there is no separate agenda item.</p> <ul style="list-style-type: none"> • The school website has been updated to include the new governor requirements. • AM will draft an Annual Governance Statement together with the Steering Committee and bring to full governors for ratification. It will be published at the end of the academic year. 	
15/052	<p>Date of next meeting.</p> <p>27.11.15.</p>	
PART ‘B’ – SCHOOL IMPROVEMENT		
15/053	<p>To receive the Headteacher’s report.</p> <p>To include:</p> <ul style="list-style-type: none"> • School Development Plan 2015/16 • Update on school data • Review of Ofsted report • Receive a report from the SEND co-ordinator • Report from the RAISE Alliance • Premises report <p>In addition to the report which had been previously circulated there were a number of other points:</p> <ul style="list-style-type: none"> • DA has reviewed the Mission Statement with staff and pupils. This has been tweaked and the prospectus has been updated. • Pupils in KS2 have had a week of inspirational maths at the beginning of term and this has been very motivational. <p>There were a number of questions:</p> <ul style="list-style-type: none"> • What are the numerical targets in the School Development Plan? 100% of Year 6 pupils are expected to achieve L4 in this year’s SATs tests. Although levels have gone this measurement is being used until school replaces them. • What will school replace levels with? The DfE guidance for the foundation subjects is based on points and grouped into Expected, Exceeding or Emerging. School is looking at the core subjects and will have something in place by Christmas. • Will the RAISE Alliance look at something for the group? Yes this is to be discussed at the next meeting. • Are there any plans to put any Y6 pupils on L6 papers this year? It is not clear yet how the papers will be set, however, as levels have gone there will be no L6 paper. Generally, the guidance from the DfE is to expand knowledge as much as possible rather than to push for higher grades. DA will explore possibilities with the maths team. • Does this mean Added Value has gone too? Possibly DA will feedback as more information is cascaded. • Will the pupils still use past papers to practice and is this still relevant? Yes – we are still testing knowledge and abilities. 	DA

	<ul style="list-style-type: none"> • Spelling results have been lower than grammar and punctuation. Is there any consensus for why? In our school teaching phonics in specific groups stops in KS2 and it is possible that this is when gaps in learning are occurring. Mrs Pinto is hoping to introduce some phonics lessons in Class 2. • If you are strong in KS1 do pupils remain strong academically? Generally yes but this is not always the case and vice versa. • What is the Reading Challenge? We are challenging pupils to read more at home. If they have 5 separate occasions of reading recorded they are eligible to have a reward. • How do the children choose their books? Could they pick something that does not stretch them? The books they read can either be their reading book which is part of the reading scheme and is chosen by their teacher or it can be a library book that the pupil has chosen themselves. TAs will be asked to check that they have not read the same book 4 times. • How can school enhance our multicultural education? We are arranging for a number of visitors to come into school and talk to the pupils and we have included the subject in our R.E. curriculum. There is a new display in the dining hall promoting multi-culture and British Values. There is a new news board in class 2 for items in the national and international news such as the refugee crisis. Pupils learnt about the recent Labour party leader elections and then children who wished to be considered for school council were asked to make a speech telling the class why they would be a good representative. The subject is across all subjects e.g. Geography is discussing different places and different people. Healthy Eating club has multi-cultural menus. • Why is consistency across the two KS2 teaching groups important? One of the teachers is newly qualified and it is important to ensure behaviour as well as teaching is consistent. A learning walk has been carried out to monitor. Pupils and parents are very happy. • Over what period of time did the reading intervention scheme take place? There was 8 months progression in 10 weeks. • How many pupil premium pupils are there this year? There are 6 pupils this year compared with 5 last year. • Are all the SEN pupils pupil premium pupils as well? No - only 1 pupil on the SEN register is also in receipt of Pupil Premium. • When will school receive the sports funding? In the new financial year. • Is school in a position to take over the P.E. provision when the funding stops? Yes – teaching is up to date. LC and KN have been trained for swimming lessons, equipment is continually audited and updated. • Are there any parent assemblies this term? Parents are invited to the Harvest festival, there are parents evenings this half term and a number of events around Christmas for parents to attend. Parent assemblies will take place in the Spring and Summer terms. <p>There were no further questions or queries.</p>	DA
15/054	<p>Update from the Head Teacher on Safeguarding. Members were reminded to complete the online safeguarding training. It was agreed to carry out training at a meeting once the vacancies have been filled. AM advised that there will be Prevent e-learning as well and it was suggested both could be completed at a full governing body meeting.</p>	

15/055	Update from the Head Teacher on Pupil Premium. This item was discussed in the Head Teacher's report.	
15/056	To consider the school prospectus and website. The school prospectus was considered and members are happy with it. It was agreed to book Adventure Photography to take some professional photos which can be used in the prospectus and on the website. The school website has received very good comments from colleagues. There is a lot of information on the site and sometimes it can be difficult to find what you are looking for.	KW
15/057	Update on school risk assessment of Prevent duty. Staff training is in place. A statement will be published on the website. There is a new display on British Values in the dining hall.	DA
15/058	Update on Governors' crib sheet. To be discussed at the next meeting of the Steering Committee.	
15/059	Update on Governor Newsletter. It was agreed to hand out the parent questionnaire at parents evening. The newsletter will prompt parents to complete the questionnaire and complete Parentview.	DA/CH
15/060	To consider the Budget Monitoring report. The Revenue balance is £27,287 and Capital balance is £1,974. This reflects the increase in teaching hours to accommodate the split KS2 class and increase in some TA and admin hours. Pay awards are included. RESOLVED: That the Budget Monitoring Report for 31 August be accepted as a correct record.	
15/061	Update on School Fund account. The school has £8,225 in school funds as at 01.06.15 and an additional £6,110 in grants which has been received for specific projects. Resolved: That the School Fund accounts for 01.06.15 be accepted as a correct record.	
15/062	To consider the report following the annual health check. The health check has been completed. There are a number of action points: a succession question has been added to the skills audit, governors who are parents with pupils at school should not clerk pupil discipline committees, governors who work at school should not clerk staff dismissal or staff appeal committees, mentors should be appointed for new governors, new governors issued with volunteer code of conduct, training record to be maintained, clerk to have performance management as part of admin role and new chair to carry out safer recruitment training. AM volunteered to mentor LA.	
15/063	To establish a programme of governor visits to school. It was agreed to link the visits to the SDP priorities. LA will link visits with priority 1, CH volunteered to link visits with priority 2. LA to advise appropriate dates for first visit.	
15/064	To consider Governor training for the forthcoming year. AM and CH will attend the Governor SINs on 13.10.15, LA to attend new governor training on 04.11.15 and clerk to attend clerk's forum on 05.10.15. CH requested to attend new training Leading an Effective and Efficient School on 04.02.16 at the Pavilions, Harrogate.	
15/065	To review and approve the following school policies: <ul style="list-style-type: none"> • Budget Management Policy • Vision Statement • Pay Policy <p>In addition to the above there has been a new Health & Safety policy and this has been adapted to the school. The vision statement and budget management policy remain unchanged (apart from the mission statement). The Pay Policy remains unchanged apart from recommended changes which were adopted.</p> RESOLVED: That the above policies be approved and signed by the Chair.	

15/066	To receive a report from the Health and Safety Committee. LA to arrange inspection with KW.	LA
15/067	To receive reports from any other committees. The Chair and Headteacher have established a weekly meeting on Monday's after school. At recent meetings they have discussed the planned visits, the KS2 split classes, the priorities for the SDP and teachers and non-teaching performance management.	
15/068	Correspondence. 1.Governing Matters Sept/Oct 2015	
PART 'B' – OTHER BUSINESS		
15/069	To deal with any matters agreed for consideration under item 15/047. Members were asked if they felt school should offer online payments facility for parents. The clerk was asked to carry out a procurement exercise. Members were asked to attend school for photographs on 6 November at 9.00am.	KW All
Closure	There being no other matters to discuss, the meeting was closed at 18:05	

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.