

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, 25 November 2016 at 3.30pm

Present:

Mrs. A. Mitchell (AM) (Chair), Mr. A. Blackwood (AB) (Head Teacher), Mrs. C. Huntington (CH), Mrs. A. Edwards (AE), Mr. P. Cressey (PC) (left 17:30) and Mrs. K. Newton (KN). Mr Stewart Welbourne (SW) arrived 16:10.

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

No.	Item	Action
PART 'A' - PROCEDURAL		
16.031	<p>Welcome. Mrs Mitchell proposed that the board co-opt Mrs Edwards onto the Governing Body. She brings with her a wealth of experience in education and has up-to-date curriculum knowledge. There were no objections and Mrs Edwards was welcomed onto the board.</p> <p>RESOLVED: That Mrs Edwards be co-opted onto the Board of Governors.</p>	
16.032	<p>Book Scrutiny. A selection of exercise books was on display for inspection at the start of the meeting. There was a discussion about how to capture verbal feedback and this should be in the marking policy. It was agreed that consistency in marking could be improved. Staff will look at the marking policy together and there will be a focus on marking literacy work.</p>	
16.033	<p>To receive apologies for absence and to determine whether any absences should be consented to. Apologies for absence had been received from Mrs. L. Auty. RESOLVED: That the above apologies be accepted and consented to.</p>	
16.034	<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>RESOLVED: That Item 16.050: To determine the Headteacher's salary following the Performance Management review and any Pay Performance for all teaching staff be excluded from the minutes to be made public.</p>	
16.035	<p>To remind governors of the need to declare interests, pecuniary or non-pecuniary and to complete the annual register of interests. PC and AE completed the Register of Interests. There were no declarations of interest from members.</p>	
16.036	<p>To receive items to be recorded in the Register of Hospitality. None.</p>	
16.037	<p>To review Governor Membership and determine any action to be taken. There is 1 vacancy for a co-opted member. It was suggested that an advert could be placed in the St. Wilfred's Church magazine. Mrs. Huntington's term of office as parent governor will end on 4 December and parent elections will take place. Mrs. Huntington's hours as a GTA at school have increased and may preclude her from being eligible to stand as a parent governor again but this does not prevent her from being eligible for co-option.</p>	
16.038	<p>To receive notification of any other urgent business. The clerk informed members that there is a requirement to publish governing body membership details onto the EduBase website. EduBase is a register of educational establishments in England and Wales, maintained by the Department for Education. It provides information on establishments providing compulsory, higher and further education. The information is only available to members. The clerk informed members that school has provided a nil return for racial incidents and restrictive physical intervention for the Summer term 2016.</p>	

16.039	<p>Committees: To fill the vacancies and to approve the terms of reference for the complaints appeals panel:</p> <p>The following committees and membership were established for the ensuing year:</p> <ul style="list-style-type: none"> • General Complaints appeals & Staff Appeals – AM, LA, AE • Finance & Premises – AM, AB, PC, SW, LA (clerk – KW) • Curriculum – KN, AB, CH, AE • Health and Safety – LA, CH • Pupil Discipline – AM, SW + KN • Staff Dismissal – AM, PC + LA • Head Teacher’s Performance Management – AM, LA, PC • Steering Committee – AM, CH, LA <p>The terms of reference for the Complaints Appeals Panel had been previously circulated and were approved. AB has attended the complaints training and a new policy and procedures for handling complaints has been issued by the LA. Governors were made aware of the procedure to follow should they find a complaint in writing has been posted directly to their homes and were advised not to bring complaints up at full governor meetings to ensure the appeals panel is not compromised. Schools are advised to have an arrangement with another governing board where members can sit on each other’s appeals panels should the need arise and AB has made this arrangement with Fairburn school.</p> <p>RESOLVED: That the above committees be established for 2016/2017 and Terms of Reference for the Complaints Appeals Panel be approved.</p>	
16.040	<p>To collect references from co-opted governors (LA). Not in attendance.</p>	
16.041	<p>To confirm as a correct record the minutes of the meeting held on 30.09.16. Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.</p>	
16.042	<p>To consider any matters arising from the minutes for which there is no separate agenda item. None.</p>	
16.043	<p>Date of next meeting. 03.02.17</p>	
PART ‘B’ – SCHOOL IMPROVEMENT		
16.044	<p>To receive the Headteacher’s report. To include:</p> <ul style="list-style-type: none"> • Review the School Development Plan 2016/17 • Update on school data • Review of Ofsted report • Receive a report from the SEND co-ordinator • RAISE Alliance • Premises report <p>The following comments/questions were raised:</p> <ul style="list-style-type: none"> • AE commented that the head’s report had lots of useful information in for a new-comer. • The School Development Plan (SDP) is very detailed and will evolve as the year progresses. • There was a question about whether the SDP should have more information relating to the RAISEOnline information and AB confirmed that this was not available at the time of writing but will be part of a separate document. • There was a question about how the school is working with the North Star Alliance and AB advised that teaching staff had expressed some concern; feedback from network meetings had been poor and it was agreed to look at alternatives that may suit the school better. AM volunteered to find out what other alliances are in this area. • Members asked how much the membership of North Star had cost and it was 	AM

approximately £500.

- Members asked which teaching alliance Monk Fryston is aligned with and what was Mr Blackwood's experience of it. Monk Fryston is part of the STAR alliance which is very well organised
- Members asked what the difference is between an alliance and a MAT (Multi Academy Trust). A MAT is a single entity established to undertake a strategic collaboration to improve and maintain high educational standards across a number of schools. A group of schools form a single MAT which has overarching responsibility for their governance. Teaching school alliances are led by a teaching school and include schools that are benefiting from support, as well as strategic partners who lead some aspects of training and development.
- Can you sign up to more than 1 alliance? Possibly but the alliances in question may feel there is a conflict of interest.
- How long does school have before a decision needs to be made? We need to make sure the alliance that we choose is best for our needs. It is likely that we will see a reduction in services offered by the LA over the next 3 years.
- Are there events that governors can attend to help with the decision making?
- Could subject leaders attend the curriculum committee meetings? Yes.

There were no further questions or queries.

Resolved: That the Head Teacher's report be accepted.

16.045 Update from the Head Teacher on Safeguarding.

This item had been discussed under the Head Teacher's report.

16.046 Update from the Head Teacher on Pupil Premium.

It was suggested that there should be a link governor for pupil premium to monitor how the money is spent and how effective it has been.

16.047 Consider RAISEonline data and set pupil targets.

The data is based on the July 2016 results. AM reported that pupils that achieved a score of 110 or above had achieved a higher level, similar to achieving a L6, and that this hadn't been communicated to parents or pupils. Members wished to know if this could be communicated to parents of the current Y6 cohort. It was commented that the LA uses the Fisher Family Trust data and that Ofsted only look at RAISEOnline. How is school tracking pupil progress? School has signed up to OTrack an online pupil tracking system which allows you to monitor progress and attainment. Should school hold more parents evenings so they are aware of pupil progress? School will be communication pupil progress more frequently. Will there be a revision club this year? It may be different this year and school is considering separating Y6 for mornings after Christmas so that they can focus on SATs.

16.048 To receive a report from the Steering Committee.

There had been a meeting of the Steering Committee where members had discussed having link governors for the SDP priorities. AM will email members with suggestions.

16.049 Consider the Budget Monitoring Report and Forecast.

The monitoring report dated 31.10.16 had been previously circulated and was discussed in full. The report includes changes in hours for support staff and a provision for HLTA training and the HT conference. Also included are provisions for supply costs for days out and training of £5,934 and £3,000 for the rolling decorating / improvements budget. This has resulted in a drop of £1,920 on the revenue surplus c/f from the September report. The Revenue cumulative balance is £34,239 and the Capital balance is £3,990.

The revised forecast dated 07.11.16 had been previously circulated and was discussed in full. AR reported that next year's figures look comfortable with a small in year surplus but 18/19 when numbers fall slightly and costs keep increasing there could be an in year deficit of £17.4k, however a decent balance brought forward should give enough time to review this and turn it around if required.

	2016/17	2017/18	2018/19
Revenue C/f	34.5k	38.6k	21.2k
Pupil numbers	52	54	52
Capital C/f	0.0	0.1	0.1

There were no other questions or queries and the forecast was accepted as a correct record.

RESOLVED: That the revised forecast dated 07.11.16 be accepted as a correct record. Page 3 of 5
RESOLVED: That the Budget Monitoring Report for 31 October be accepted as a correct record.

16.050	To determine the Headteacher's salary following the Performance Management review and any Pay Performance for all teaching staff. Confidential item.																					
16.051	To review and agree staffing structure for next year. This item had been discussed under the Head Teacher's report. There has been a request for a reduction in hours for the ATA role and this has been agreed. There has been an increase in GTA hours and school has agreed to sponsor an HLTA qualification in school. Support staff will be timetables to meet pupil needs. Teaching staff remain the same.																					
16.052	To review the procedures for the appointment of staff and ensure school has performance management system in place. Governing body to approve the NYCC Recruitment & Selection Policy and Appraisal Policy.																					
16.053	Review and determine publication arrangements for public examination information required by statute. Schools are required to publish end of key stage 2 results; however, cohorts of less than 10 pupils are not published to preserve confidentiality.																					
16.054	To review Governor Skills Audit. The audit is up to date. CH to compile data to include new member.	CH																				
16.055	Consider report from governance health check. AM reported that the health check had gone very well and the report was awaited. The systems are all predominantly in place with one or two minor action points.																					
16.056	Update on Governor Newsletter. It was suggested that the next newsletter should be published in January and could contain a summary of the SDP priorities. In the meantime it was suggested that as and when required there could be a governor paragraph added to the weekly newsletter. There was a discussion about effective communication to parents and how social media can play a part. Many schools use Facebook and Twitter and there are apps that schools can download. Members felt a closed group on Facebook would probably be the most effective system. It was agreed that a link to the weekly newsletter would be texted to parents to see if this reaches more families. Members asked if we can find out how many hits the school website gets.	KW																				
16.057	To review the Asset Management Plan and any action to be taken. The software for the AMP is changing an access is currently unavailable.																					
16.058	To consider the report on fixed term exclusions. None.																					
16.059	To make arrangements to review the SFVS. AM to contact LA for suitable dates to carry out the review.	AM																				
16.060	Review written reports on governor visits to school and establish a programme of governor visits to school. AE to carry out a visit at the Christmas play and nativity. CH to share new model governor visit form. Visits to be planned in line with SDP priorities.	AE CH																				
16.061	To consider Governor training for the forthcoming year. The following events are already scheduled: <table border="1" data-bbox="209 1778 1310 1892"> <tr> <td>09.02.17</td> <td>Governors SIP</td> <td>17:30 - 20:30</td> <td>The Parsonage</td> <td>LA</td> </tr> <tr> <td>01.03.17</td> <td>Introduction to Governance 1 of 2</td> <td>09:30 – 12:30</td> <td>The Pavilions, Harrogate</td> <td>SW & AE</td> </tr> <tr> <td>29.03.17</td> <td>Introduction to Governance 2 of 2</td> <td>09:30 – 12:30</td> <td>The Pavilions, Harrogate</td> <td>SW & AE</td> </tr> <tr> <td>16.05.17</td> <td>Governors SIP</td> <td>17:30 – 20:30</td> <td>The Parsonage</td> <td>LA</td> </tr> </table>	09.02.17	Governors SIP	17:30 - 20:30	The Parsonage	LA	01.03.17	Introduction to Governance 1 of 2	09:30 – 12:30	The Pavilions, Harrogate	SW & AE	29.03.17	Introduction to Governance 2 of 2	09:30 – 12:30	The Pavilions, Harrogate	SW & AE	16.05.17	Governors SIP	17:30 – 20:30	The Parsonage	LA	
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16.062	To review Governing Body Self Evaluation. The SEF is complete. KW to email a copy to AE.	KW
16.063	To review and approve the following school policies: <ol style="list-style-type: none"> I. Child Protection Policy II. Schools Reorganisation, Redundancy & Redeployment Policy III. Capability Policy IV. General Complaints Procedure V. Medical Needs VI. Recruitment & Selection Policy VII. Appraisal <p>The child protection policy is based on the NYCC model as at September 2016 and has been personalised to the school. The Redundancy, Capability, Appraisal and Recruitment policies are the NYCC HR policies. The General Complaints Policy is based on the NYCC model as at August 2016 and has been personalised to the school.</p> <p>RESOLVED: That the above policies be approved and signed by the Chair.</p>	
16.064	To receive a report from the Health and Safety Committee. A meeting is to be arranged.	LA, CH
16.065	To receive reports from any other committees. None.	
16.066	Correspondence. <ol style="list-style-type: none"> 1. Governing Matters September/October 2. Governing Matters November/December 3. British Heart Foundation 	
PART 'B' – OTHER BUSINESS		
16.067	To deal with any matters agreed for consideration under item 16.038 None.	
Closure	There being no other matters to discuss, the meeting was closed at 18:15	

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.