

# 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, 26<sup>th</sup> September 2014 at 3.30pm**

**Present:**

Mrs. V. Bate (Chair), Mrs. D. Andrews (Head Teacher) (DA), Mrs. A. Mitchell (AM) Mrs. C. Huntington (CH), Mr. M. Wynne (MW) and Miss J. Lelean (JL)  
Mrs. K. Wilkinson (Clerk).

No.	Item	Action
<b>PART 'A' - PROCEDURAL</b>		
<b>14/001</b>	<p><b>Election of Chair and Vice Chair:</b></p> <ul style="list-style-type: none"> <li>• To agree the procedure for the election of the Chair and Vice Chair</li> <li>• To agree the terms of office of the Chair and Vice Chair</li> <li>• Election of Chair</li> <li>• Election of Vice Chair</li> </ul> <p>Nominations were received for the position of Chair: AM nominated Mrs. V. Bate and this was seconded by JL. There were no other nominations.</p> <p>Nominations were received for the position of Vice-Chair: VB nominated Mrs. A. Mitchell and this was seconded by MW. There were no other nominations.</p> <p>CH volunteered to share some of the responsibilities of the chair with a view to a shared role in the future.</p> <p><b>RESOLVED: That the procedure for the election of the Chair and Vice-Chair be by show of hands.</b></p> <p><b>RESOLVED: That the Chair and Vice-Chair be elected annually at the first Governing Body meeting in each autumn term.</b></p> <p><b>RESOLVED: That Mrs. V. Bate be elected to Chair of the Governing Body.</b></p> <p><b>RESOLVED: That Mrs. A. Mitchell be elected to Vice-Chair of the Governing Body.</b></p>	
<b>14/002</b>	<p><b>To receive nominations for the role of Community Governor</b></p> <p>Nominations were received for the position of Community Governor; VB nominated Mrs. A. Mitchell and this was seconded by MW. There were no other nominations.</p> <p><b>RESOLVED: That Mrs. A. Mitchell be co-opted as Community Governor serving for 4 years.</b></p>	
<b>14/003</b>	<p><b>To receive results from the Staff Governor Election</b></p> <p>Staff elections were carried out in September. There was only 1 nomination received and therefore Mrs K Newton is re-elected to the position of Staff Governor.</p> <p><b>RESOLVED: That Mrs. K. Newton be elected as Staff Governor serving for 4 years.</b></p>	
<b>14/004</b>	<p><b>To receive apologies for absence and to determine whether any absences should be consented to.</b></p> <p>Apologies for absence had been received from Mr. P. Cressey and Mrs K Newton.</p> <p><b>RESOLVED: That the above apologies be accepted and consented to.</b></p>	
<b>14/005</b>	<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></p> <p>None.</p>	
<b>14/006</b>	<p><b>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</b></p> <p>None.</p>	

14/007	<b>To review Governor Membership and determine any action to be taken</b> DA to approach parent who has expressed an interest in joining the Governing Body and invite to next meeting.	DA
14/008	<b>To complete the register of business interests.</b> Members completed the register of business interests for 2014/15.	
14/009	<b>To receive items to be recorded in the Register of Hospitality.</b> None.	
14/010	<b>To receive notification of any other urgent business.</b> None.	
14/011	<p><b>Committees: To confirm the following matters:</b> The following committees and membership were established for the ensuing year:</p> <ul style="list-style-type: none"> <li>• General Complaints &amp; Staff Appeals – VB, MW + vacant</li> <li>• Finance &amp; Premises – AM, MW, DA, VB, PC (clerk – KW)</li> <li>• Curriculum – KN, DA, CH</li> <li>• Health and Safety – VB, JL</li> <li>• Pupil Discipline – VB, JL, AM</li> <li>• Staff Dismissal – AM, CH, PC</li> <li>• Head Teacher’s &amp; Clerk’s Performance Management – VB, MW</li> </ul> <p><b>RESOLVED: That the above committees be appointed with the membership as indicated and that each Committee shall elect a Chair and clerk from within its membership at its first meeting by show of hands.</b></p> <p><b>RESOLVED: That the Terms of Reference as previously circulated be accepted.</b></p>	
14/012	<p><b>To appoint Governors with specific responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Special Needs Governor – CH</li> <li>• Child Protection Governor – CH</li> <li>• EYFS – CH</li> </ul>	
14/013	<p><b>Review Standing Orders and Code of Practice.</b> <b>Resolved: That the Standing Orders and Code of Practice for the Governing Body be approved for the following year.</b></p>	
14/014	<p><b>To consider the new School Governance Regulations 2013.</b> All school Governing Bodies must reconstitute by September 2015. Clerk to investigate procedure.</p>	KW
14/015	<p><b>To confirm as a correct record the minutes of the meeting held on Friday, 11<sup>th</sup> July (previously circulated).</b> The chair asked the clerk to write to Mr Beechey following his resignation last year to thank him for his hard work on the Governing Body.</p> <p><b>Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.</b></p>	KW
14/016	<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>• Update on photographer for prospectus and website</li> </ul> <p>CH/JL to recommend photographer. AM volunteered to review the Prospectus. DA and school staff to also review prospectus.</p>	CH/JL AM DA
14/017	<p><b>Date of next meeting.</b> 05.12.14</p>	

**PART 'B' – SCHOOL IMPROVEMENT**

**14/018**

**To receive the Headteacher's report.**

**To include:**

- Review the School Development Plan 2014/15
- Update on school data
- Review of Ofsted report
- Receive a report from the SEND co-ordinator
- Update on capital project
- RAISE Alliance
- Premises report

In addition to the Head Teacher's report the following items were discussed:

- Members discussed the resignation of the KS2 teacher and recruitment process. DA thanked the Governing Body for their newsletter to parents. It was agreed to set up a Personnel Committee who would prepare and adopt procedures for the appointment of staff in line with the staffing regulations. DA, VB and MW volunteered to form the committee and this was agreed. There was a question about how the panel would set the salary and it was agreed that this would be considered on receipt of the applications. There was a question about whether the Head Teacher would swap her teaching hours from KS1 to KS2 and it was agreed that all options would be considered.
- Under the item on the RAISE Alliance the Headteacher proposed that the Memorandum of Understanding between the Rural Alliance for Inspiring School Excellence (RAISE) and the School Partners be approved and signed by the Governing Body. Members discussed the document and it was unanimously agreed to sign the document.
- A date was set for the head Teachers Performance Management Review.
- Closing the Gap to be added to the Head Teacher's Report

**DA**

**DA**

**There were a number of questions arising from the Head Teachers report:**

- **Can governors see the new curriculum?**  
Yes – DA to circulate
- **How does school know the curriculum is right?**  
DfE documents give guidance. Also, confirmation from Lead Advisor sought.
- **When is the deadline for setting the new curriculum?**  
From the beginning of September.
- **Are the current Y6 pupils still studying the old curriculum?**  
Yes
- **Is our new curriculum similar to others in RAISE?**  
Yes – although one school in RAISE has decided to be completely different.
- **Are the pupils that are on the school SEN register all in KS1?**  
No they are throughout the whole school.

The chair wished to thank the Head and teaching staff for their hard work putting together the new curriculum.

**RESOLVED: That the Personnel Committee be formed with the membership as indicated.**

**RESOLVED: That the Memorandum of Understanding between the Rural Alliance for Inspiring School Excellence (RAISE) and the School Partners be approved and signed by the Governing Body.**

14/019	<b>Update from the Head Teacher on Safeguarding</b> There are no matters to report. DA to renew Safer Recruitment training. PC still to renew online basic awareness training.	DA PC
14/020	<b>Update from the Head Teacher on Pupil Premium</b> This item was discussed in the Head Teacher's report.	
14/021	<b>To consider the Budget Monitoring report</b> Monitoring reports for 31.08.14 had been previously circulated and were discussed. The FMS Officer reported that there has been no significant change from last report. The Revenue Balance carry forward figure is £28,384 (after 27k transferred to capital for the extension project). There was a question about the school telephone system which is in need of improvement since the extension. School has sought 2 quotations for a new system plus a third from Schools ICT for a web based system. A decision will be made before Christmas.	
14/022	<b>Update on Governor Newsletter</b> The Chair thanked CH for producing a wonderful newsletter which was sent home to parents at the end of the Summer term.	
14/023	<b>Review written reports on governor visits to school and establish a programme of governor visits to school</b> VB reported on a visit in July to follow up on PE which showed progress throughout the year. Governor visits for this year to be planned after School Development Plan is completed.	KW
14/024	<b>To consider Governor training for the forthcoming year.</b> There are three Governor SIN meetings this year; 09.10.14 (VB to attend), 05.03.14 and 11.06.14 (VB & AM) to attend. Members to advise clerk if they can attend 05.03.14. Clerk to find out if Reconstitution Workshops can be delivered at a Governors Meeting. VB to attend Governors Conference on 07.10.14. The whole school staff will attend maths training on 05.01.15. CH asked if she could also attend.	ALL KW DA
14/025	<b>To review Governing Body Self Evaluation.</b> Members encouraged to email AM with completed SEF and AM to put it together and re-distribute.	ALL AM
14/026	<b>To review and approve the following school policies:</b> <ol style="list-style-type: none"> <li>1. Child Protection</li> <li>2. Special Educational Needs and Disabilities</li> <li>3. Positive Behaviour</li> <li>4. Budget Management</li> <li>5. Winter Plan</li> <li>6. Anti Bullying</li> <li>7. Collective Worship</li> <li>8. Model School Pay Policy</li> </ol> <p>The Winter Plan and Positive Behaviour policies are school's own policies. Collective Worship is a new policy based on the NYCC model. All the others are based on NYCC models and have only been adjusted to fit the school. The Pay Policy dated 01.09.13 – 31.08.14 was renewed before the new policy that will be issued by the authority shortly.</p> <p><b>RESOLVED: That the above policies be approved and signed by the Chair.</b></p>	
14/027	<b>To receive a report from the Health and Safety Committee.</b> A meeting will be arranged now that the committees have been agreed. VB to attend Annual Health and Safety Annual Review with H&S Advisor (Janet Morris) and school.	

<b>14/028</b>	<b>To receive reports from any other committees.</b> CH requested an in-depth meeting re the new curriculum and this was agreed.	<b>DA/CH</b>
<b>14/029</b>	<b>To consider the report of Racial Incidents for the Summer term.</b> None.	
<b>14/028</b>	<b>To receive reports from any other committees.</b> CH requested an in-depth meeting re the new curriculum and this was agreed.	<b>DA/CH</b>
<b>14/030</b>	<b>Correspondence.</b> 1. Governor Matters, Sept/Oct 2014 2. Lady Hastings Charities – invitation to Chair and Vice Chair to attend twice yearly luncheons	
<b>PART 'B' – OTHER BUSINESS</b>		
<b>14/031</b>	<b>To deal with any matters agreed for consideration under item</b> None.	
<b>Closure</b>	It was suggested that an item to discuss the Governors “crib” sheet documents for Ofsted inspection be added to the agenda. There being no other matters to discuss, the meeting was closed at 17:45	

Signed \_\_\_\_\_

Date \_\_\_\_\_