

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, 27 November 2015 at 3.30pm

Present:

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

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

No.	Item	Action
PART 'A' - PROCEDURAL		
15/070	<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. Welbourne. RESOLVED: That the above apologies be accepted and consented to.</p>	
15/071	<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. Item 15/073: To receive notification of any other business.</p>	
15/072	<p>To remind governors of the need to declare interests, pecuniary or non-pecuniary. The chair read out from the School and Early Years Finance Regulations 2013 the guidance for governors on declaring interests: "There is no comprehensive definition of what constitutes a business interest, but declarations should include any links with individuals, businesses, contractors, directorships, shareholdings or other appointments where the school may purchase goods or services from or who are directly employed by the school. It should also include interests of related persons such as parent, spouse, co-habitee, child or business partners where influence could be exerted by that person over a governor or a member of staff. Where a governor or member of staff or related person has any interest, either pecuniary or non-pecuniary, in a matter to be discussed at a governors' meeting the governor or member of staff must declare their interest and withdraw from that part of the meeting." Members were reminded that any interests are published on the school website. There was a discussion about some items and it was agreed to update the form in the interests of clarity.</p>	KW
15/073	<p>To receive notification of any other urgent business. To determine the Head Teacher's salary and review the clerk's performance management review.</p>	
15/074	<p>To review Parent Governor elections. There was one nomination received and therefore Mr. Welbourne was appointed parent governor for 4 years. Mr. Welbourne met a number of the criteria from the skills audit including financial skills, strategy and management of people. A letter has been sent welcoming Mr Welbourne to the governing board and the induction process has begun.</p>	
15/075	<p>To review governor membership and determine any action to be taken. Stuart White has tendered his resignation from the governing board. The chair has thanked Mr White for his time and hard work. There are now two vacancies on the governing body for co-opted members. LA to pass contact details of resident in the village who has expressed an interest to AM and DA, AM & CH to arrange to meet with them. KW to speak with Mr Wynne for additional contact.</p>	LA, AM KW
15/076	<p>To complete the register of business interests (PC, SW). To be carried forward.</p>	
15/077	<p>To receive items to be recorded in the Register of Hospitality. None.</p>	

15/078	<p>Committees: To fill the vacancies:</p> <p>Mr Welbourne has volunteered to join the Finance Committee subject to mutually acceptable dates.</p> <ul style="list-style-type: none"> • General Complaints & Staff Appeals – AM, LA + 1 vacancy • Finance & Premises – AM, DA, PC, LA + 1 vacancy (clerk – KW) • Curriculum – KN, DA, CH • Health and Safety – LA + 1 vacancy • Pupil Discipline – AM, SW + 1 vacancy • Staff Dismissal – AM, PC + 1 vacancy • Head Teacher's & Clerk's Performance Management – AM, LA, PC 	
15/079	<p>To confirm as a correct record the minutes of the meeting held on Friday, 25 September (previously circulated).</p> <p>Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.</p>	
15/080	<p>To consider any matters arising from the minutes for which there is no separate agenda item.</p> <ul style="list-style-type: none"> • Photos for prospectus/website The clerk has asked Adventure Photography to quote for a half-day session to take place in the Spring term. 	
15/081	<p>To consider moving the Finance Committee meetings from Mondays to Fridays.</p> <p>It was agreed to move the meetings to Friday mornings and the suggested dates are 25.03.16 and 17.06/15. These will be circulated to members for approval.</p>	KW
15/082	<p>Date of next meeting.</p> <p>05.02.16.</p>	
PART 'B' – SCHOOL IMPROVEMENT		
15/083	<p>To receive the Headteacher's report.</p> <p>To include:</p> <ul style="list-style-type: none"> • School Development Plan • 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 written report, the following matters were discussed:</p> <p><u>School Development Plan</u></p> <p>School has decided to purchase a spelling resource called "Read, Write Inc" from Oxford University Press.</p> <ul style="list-style-type: none"> • What is different? It is a new way of learning spellings linked to the National Curriculum. Rather than learn a list of words for a test each week that is then forgotten, pupils have mini tests through the week from which an individual list is taken home to practice. • Has school looked at alternatives? There are resources from Abacus but staff were very happy with Oxford and will run with it for the time being. It will be looked at and changed if necessary. <p>KN arranged an author visit to school to complement the whole school work on WWI. This really enhanced the pupils' learning and brought the subject to life.</p> <ul style="list-style-type: none"> • What was the cost? The visit was free. It was arranged via Padre John. <p>The parent visit to assembly to talk about Buddhism was extremely well received by the pupils who asked lots of questions. There was a really good tie-in with school values. There has also been an assembly on different families/same love.</p> <ul style="list-style-type: none"> • Is there anything the pupils can do to record the visit? The children have taken pictures and there will be a display in school. 	

DA has carried out observations in both KS2 groups and noted behaviour was the same. The teachers will now visit/observe each other. Our newly qualified teacher is becoming stronger and stronger. A KS1 phonics observation has taken place and was superb.

RAISE Alliance

The RAISE Alliance has linked with the North Star Alliance in Knaresborough. This is a well-established alliance with mixture of primary, secondary and special schools and it is anticipated that we will be able to access additional training opportunities.

- **Does school buy into a training package with the authority?**
Yes – an education and skills package includes networking for subject leaders, professional development courses, training, coaching and consultancy.
- **Does school think it is receiving value for money?**
This will be looked at along with our other SLA (Service Level Agreement) contracts that we purchase from the authority early next year.
- **Does school network regularly with other schools around the country?**
DA attends the Headteachers conference termly. The RAISE maths project gave school a national view and the R.E. project which was undertaken also gave us the national view. We are pleased that the North Star Alliance will further enhance our knowledge and understanding of training, resources and best practice.
- **Are there other small schools in the North Star Alliance?**
Yes. There is a mixture of different sized primary schools as well as high schools and special schools.
- **Is there an opportunity to learn from the different schools viewpoints?**
Yes. We are attending regular networking meetings as a RAISE alliance so that we can discuss issues as a group.

RAISE literacy leaders met for moderation and are using a new grid for showing progress (using points).

- **How did the teaching staff day go looking at assessment?**
It was really positive day. We have set out the expectations to assess against so that we can show pupil progress. DA & KW have attended SIMS assessment training and we are satisfied that this will meet school's needs for recording and showing assessment.
- **What is SIMS?**
SIMS is the MIS (Management Information System). It holds all the data on pupils including attendance and assessment. This is how we transfer data to the authority and DfE.

Closing the Gap

- **Is there evidence of progress?**
Yes this is all recorded.

Other

The chair thanked the head for the SEF (School Evaluation Form) and commented on the improved presentation. DA confirmed that it had been of benefit to have input from our school independent advisor (Mike Smit Education) and **AM confirmed that this have proved to be good value for money.**

- **What is the SEF?**
This is a the document that school produces and which Ofsted use to look at and measure us against during an inspection.

DA informed the meeting that all school websites have been looked at by the authority to check for compliance with SEN requirements. Our school requires a SEND information report which is 14 statements on how school addresses SEND matters.

DA/
KW

15/084	<p>Update from the Head Teacher on Safeguarding. All teaching staff have completed the Prevent online training and this will be rolled out to TAs. The online safeguarding training was discussed. This should be renewed each year and it was suggested we complete it at the next meeting. School has had an independent data security and e-safety audit. There were a number of small matters which school are recommended to address and we are awaiting the report.</p>																	
15/085	<p>Update from the Head Teacher on Pupil Premium. There is one more pupil eligible for pupil premium (although this was after the census).</p> <ul style="list-style-type: none"> • How much is the pupil premium? • £10,600 (8 pupils at £1,320) <p>School to update website.</p>	DA/KW																
15/086	<p>Consider RAISEonline data. The unvalidated summary report is available in school for members to look at. KW to distribute copies to members. The inspection dashboard was highlighted for governors to look at.</p> <ul style="list-style-type: none"> • What is Raiseonline? RAISEonline is an online tool commissioned jointly by the DfE and Ofsted to provide data to schools to support their self-evaluation. It aims to provide a common set of analyses for schools, local authorities, inspectors and School Improvement Partners. 	KW																
15/087	<p>Review staffing structure. There are no proposed changes to the current structure and this has been included in the 3-year forecast.</p>																	
15/088	<p>To review and determine the publication arrangements for exams. School to find out DfE guidelines on publishing results for small cohorts.</p>	DA/KW																
15/089	<p>To receive a report from the Steering Committee. The Steering Committee has met twice. Items which have been discussed are the governor newsletter and crib sheet which is almost finalised. The next steps are to look at the annual governance statement and to look at the SEF.</p>																	
15/090	<p>Update on school risk assessment of Prevent duty. AM and DA have completed the self-assessment document. KW to circulate to members.</p>	KW																
15/091	<p>Update on Governor Newsletter. CH to send final draft to DA for approval. To send out before the Christmas break. It was agreed that governors would write 2/3 lines about themselves for publication on the website (please see Selby High and Whitley & Eggborough Primary schools' websites) and email to KW.</p> <ul style="list-style-type: none"> • How many responses to the parent questionnaire were there? 41 • Were any issues raised? Not really – there were no disagree or strongly disagree responses at all and only a few don't know which have been picked up in the newsletter. 	All																
15/092	<p>Update on website requirements CH has drafted the British Values Statement, DA and staff have reviewed and this will now be published on the website. DA and KW to update the pupil premium and sports premium information.</p>	KW DA/KW																
15/093	<p>To review and approve revised budget and 3 year projection. The revised forecast has been completed and shows a difference of almost £30k shortfall over 3 years compared to the start budget. This is due to teaching staff increments, increased support staff hours and increased minimum/living wages as well as inflation.</p> <table border="1" data-bbox="331 1854 1262 2042"> <thead> <tr> <th></th> <th>2015/16</th> <th>2016/17</th> <th>2017/18</th> </tr> </thead> <tbody> <tr> <td>Revenue C/f</td> <td>26.9</td> <td>25.7</td> <td>15.6</td> </tr> <tr> <td>Pupil numbers</td> <td>46</td> <td>52</td> <td>50</td> </tr> <tr> <td>Capital C/f</td> <td>2.0</td> <td>0.5</td> <td>4.9</td> </tr> </tbody> </table>		2015/16	2016/17	2017/18	Revenue C/f	26.9	25.7	15.6	Pupil numbers	46	52	50	Capital C/f	2.0	0.5	4.9	
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	<ul style="list-style-type: none"> • What proportion of the difference between start and revised budget is because of the split KS2 class? The start budget had accounted for the additional teaching hours. Support staff accounts for £7.6k, £6k has been put in for school improvement/decorating, £6.1K has been put in for teaching increments. Other costs include an amount for inflation and pay awards. Income has not increased from the start budget. • Does school believe it is getting value for money with the split KS2 class? Yes. There is strong positive, pupil and parent feedback. Teachers are confident that there will be evidence of progress. <p>There was a discussion about pre/after school provision.</p> <p>There were no further questions or queries and the revised forecast was approved.</p> <p>RESOLVED: That the revised forecast dated 16.11.15 be approved.</p>	
15/094	<p>To consider an online payment service. Two quotations have been received for online payment provision and are very close on price. The authority's preferred provider is Parentpay and many schools use them. The high schools that Burton Salmon feeds into both use Parentpay which is of benefit to parents who do not have to log onto different sites to pay for dinner money etc. There is a fee of 1.29% on all transactions. It was agreed to purchase the online payment service from Parentpay.</p>	KW
15/095	<p>To establish a programme of governor visits to school. AM volunteered to link visits with priority 3 of the SDP and has already visited Y5/6. She will look at Y3/4 on 04.12.15. LA carried out a visit on 19.11.15 linked to priority 2 of the SDP (literacy). This was a positive visit with a positive atmosphere and lots of evidence of praise. There was evidence that students were learning as they could reflect on their answers.</p>	
15/096	<p>To consider Governor training for the forthcoming year. LA has carried out part 1 of new governor training which had been very informative she will attend part two at the beginning of December. KW to email the date for the next governor SIN (School Improvement Network) meeting. The clerk attended the Autumn clerk's forum and was the only clerk in attendance.</p>	KW
15/097	<p>To review and approve the following school policies:</p> <ul style="list-style-type: none"> • Complaints Policy • Educational Visits • Security Policy • Child Protection Policy <p>The security policy was amended to include locking of the vehicle/pedestrian gates at the end of the day. RESOLVED: That the above policies be approved and signed by the Chair.</p>	
15/098	<p>To consider fixed term exclusions. None.</p>	
15/099	<p>To receive a report from the Health and Safety Committee. LA and KW carried out a Health and Safety inspection on 05.11.15. The road-side fence has been repaired and the wooden playhouse door will be tied back when in use. DA has raised the storage heaters with MASS as the heaters are very hot to touch. Metallic spray has been locked up. It was agreed to create a list of portable equipment which can be used when the contractors carry out the PAT testing. LA will adjust the inspection paperwork so that it is easier to undertake the inspections.</p>	LA

15/100	To receive reports from any other committees. The Headteacher and chair continue to meet weekly. There have been no other committee meetings.	
15/101	Correspondence. 1. Governor Matters, Nov/Dec 2015 2. Exchange of letters with Parish Council re traffic and parking on Ledgate Lane. 3. NYCC Governors database 4. Racial incidents return (Summer term 2015) – NIL return submitted.	
15/102	Book scrutiny CH and AM carried out a book scrutiny as part of their governor visit at the end of October.	
PART 'C' – OTHER BUSINESS		
15/103	To deal with any matters agreed for consideration under item 15/073. Confidential item. DA and KN left the meeting for the duration of this item.	Chair
Closure	There being no other matters to discuss, the meeting was closed at 18:20	

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.