

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, 30 September 2016 at 3.30pm

Present:

Mrs. A. Mitchell (AM) (Chair), Ms. L. Auty (LA)(Vice Chair), Mr. A. Blackwood (AB) (Head Teacher), Mrs. C. Huntington (CH) and Mrs. K. Newton (KN)

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

No.	Item	Action
PART 'A' - PROCEDURAL		
16/001	<p>Election of Chair and Vice Chair:</p> <ul style="list-style-type: none"> • To agree the procedure for the election of the Chair and Vice Chair • To agree the terms of office of the Chair and Vice Chair • Election of Chair • Election of Vice Chair <p>Nominations were received for the position of Chair: CH nominated Mrs. A. Mitchell and this was seconded by LA. There were no other nominations.</p> <p>Nominations were received for the position of Vice-Chair: AM nominated Mrs. L. Auty and this was seconded by KN. There were no other nominations.</p> <p>RESOLVED: That the procedure for the election of the Chair and Vice-Chair be by show of hands.</p> <p>RESOLVED: That the Chair and Vice-Chair be elected annually at the first Governing Body meeting in each autumn term.</p> <p>RESOLVED: That Mrs. A. Mitchell be elected to Chair of the Governing Body.</p> <p>RESOLVED: That Mrs. L. Auty be elected to Vice-Chair of the Governing Body.</p>	
16/002	<p>To receive apologies for absence and to determine whether any absences should be consented to.</p> <p>Apologies for absence had been received from Mr. P. Cressey and Mr. S. Welbourne.</p> <p>RESOLVED: That the above apologies be accepted and consented to.</p>	
16/003	<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>None.</p>	
16/004	<p>To remind governors of the need to declare interests, pecuniary or non-pecuniary and to complete the annual register of interests.</p> <p>A governor is required to declare their interest in a matter and to withdraw from the meeting of the governing body or committee and not vote on the matter in question:-</p> <ul style="list-style-type: none"> • Where there may be a conflict between the interests of the governor and those of the governing body; or • Where a fair hearing is required and there is any reasonable doubt as to whether the governor may be able to act impartially; or • Where a governor or a member of his/her family may benefit directly or indirectly from any matter under consideration. <p>If any governor is uncertain about the need to declare an interest then advice should be sought from the Clerk to the Governing Body.</p> <p>The Governing Body has established and maintains a register that lists, for each member of the Governing Body and the Headteacher, any business interests that they or any member of their immediate family have. The Register includes all business interests such as directorships, shareholdings and other appointments of influence within business or organisations that may have dealings with the school.</p>	

	There were no declarations of interest and all members completed the register of business interests for 2016/17.	
16/005	To receive items to be recorded in the Register of Hospitality. None.	
16/006	To review Governor Membership and determine any action to be taken. There are two vacancies for co-opted governors. LA and AM have met with Mrs. Anne Edwards who has expressed an interest in joining the board of governors and completed the application form. AM confirmed that Mrs. Edwards has the right skill set and has expressed an interest in joining the Health and Safety committee. This was a very positive meeting and AM and LA strongly recommend that Mrs. Edwards be invited to join the board as a co-opted governor. There was a discussion about Mrs. Edwards teaching experience. There was a discussion about other potential applicants. It was agreed to invite Mrs. Edwards to join the board at the next meeting of the governing body. RESOLVED: To invite Mrs. Anne Edwards to join the board of governors as a co-opted member.	KW
16/007	To receive notification of any other urgent business. None.	
16/008	To review the scheme of delegation to the Headteacher. The Scheme of Delegation to the Headteacher forms part of the Budget Management Policy and had been previously circulated to members. There were no questions or queries and the scheme was approved. RESOLVED: That the Scheme of Delegation to the Headteacher be approved.	
16/009	Committees: To confirm the following matters: The following committees and membership were established for the ensuing year: <ul style="list-style-type: none"> • General Complaints & Staff Appeals – AM, LA + 1 vacancy • Finance & Premises – AM, AB, PC, SW, LA (clerk – KW) • Curriculum – KN, AB, CH • Health and Safety – LA + 1 vacancy • 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 committees had been previously circulated and there were no changes.</p> <p>Committees will elect their own Chairs and Vice-Chairs and clerks at the first meeting. There was a discussion following advice from the clerk’s forum that all committees, especially the finance committee, should have an independent clerk that is not from the committee’s membership. It is confirmed that the finance committee has an independent clerk and this will continue.</p> <p>It is advised that the Headteacher’s performance management is carried out together with an independent professional adviser. There was a discussion about various options including an independent consultant and the school’s SIP. AM asked what the costs involved are and it was agreed that all options would be chargeable. AB has suggested Helen Davy, Lead Advisor to attend his PMR on 11.11.16 and this was agreed.</p> <p>RESOLVED: That Lead Advisor, Helen Davy be asked to carry out the Head Teacher’s Performance Management in conjunction with the committee.</p>	

16/010	To appoint Governors with specific responsibilities: <ul style="list-style-type: none"> • SEND Governor – CH • Child Protection Governor – CH • EYFS - CH 	
16/011	Review Standing Orders & Code of Practice. Resolved: That the Standing Orders for the Governing Body be approved for the following year.	
16/012	To collect references from co-opted governors (LA). LA to chase.	LA
16/013	To confirm as a correct record the minutes of the meeting held on 15.07.16 (previously circulated). Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.	
16/014	To consider any matters arising from the minutes for which there is no separate agenda item. None.	
16/015	Date of next meetings. <u>Full Governor Meetings, 3:30pm, at school</u> 25.11.16 03.02.17 05.05.17 14.07.17 <u>Finance Committee Meetings, 9:30am, at school</u> 18.11.16 17.03.17 16.06.17 The above dates were agreed. Resolved: That the above dates be accepted.	

PART 'B' – SCHOOL IMPROVEMENT

16/016	To receive the Headteacher's report. To include: <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>There was a discussion about the KS2 test results and it was commented that the school's results are above the national average across all subjects apart from writing for 2015/16 and this is published on Perspective Light. There were a number of questions:</p> <ul style="list-style-type: none"> • What does writing include? All aspects including handwriting and content. This is Teacher Assessed rather than by test. • What part of the Spelling and Grammar test was weakest? Initial indications are grammar was slightly better than spelling • Will this be reflected in the School Development Plan? There will be a focus on phonics • What are the predictions for this year's cohort? Mixed. This was discussed in further detail and how the school's results would be viewed and whether a good, reasoned discussion can be presented to Ofsted. • How many of this year's cohort started this school in Reception? 4 of the 9 pupils did not start in Reception. Two of those pupils came into KS2. 	Page 3 of 5
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	<ul style="list-style-type: none"> Can school show progression of pupils? Difficult to show as different levels. Can be verbalised. School has also signed up to Otrack which is an online pupil tracking system which allows school to monitor progress and attainment <p>There was a discussion about the new weekly rewards systems and members wanted to know what impact there had been. Lunchtime Superstars has seen an improvement in behaviour in at lunchtime.</p> <p>There was a discussion about TA support in class 1 and the possibility of putting in additional support in the afternoons when support is lighter.</p> <p>Members asked when the pupil and parent questionnaires would be carried out and it was agreed that this would be carried out later than last year.</p> <p>There were no further questions or queries. Resolved: That the Head Teacher's report be accepted.</p>																						
16/017	Update from the Head Teacher on Safeguarding. This item had been discussed under the Head Teacher's report.																						
16/018	Update from the Head Teacher on Pupil Premium. There are 9 pupil premium pupils in school.																						
16/019	To receive a report from the Steering Committee. The committee met on 28 September to look at the governor SEF and set action points which will be circulated to members for feedback. The chair has requested members to complete the 360 Degree Review of the Chair's Performance and will circulate the document which should be completed and return to LA.	AM ALL																					
16/020	To review Governor Skills Audit. There is a spread of skills across the board. When vacancies are filled new members should be asked to complete the audit.	KW																					
16/021	To arrange school annual health check. The LA will be carrying out a governance health check in school on 21/11/16. KW, AB & AM to attend.																						
16/022	Update on Governor Newsletter. It was suggested that there should be a profile of AB in the next edition along with a summary of the school development plan and priorities and that it should be issued next half term.																						
16/023	Review written reports on governor visits to school and establish a programme of governor visits to school. To be tied in to the priorities of the SDP. LA to attend Harvest Festival on 13.10.16.																						
16/024	To consider Governor training for the forthcoming year. The following events are already scheduled: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">06.10.16</td> <td style="width: 60%;">Governors SIP</td> <td style="width: 25%;">LA</td> </tr> <tr> <td>10.10.16</td> <td>Clerk's Forum</td> <td>KW</td> </tr> <tr> <td>18.10.16</td> <td>How Governors can be Effective in their Monitoring Role</td> <td>LA & CH</td> </tr> <tr> <td>08.11.16</td> <td>Chairing the Governing Board</td> <td>LA</td> </tr> <tr> <td>10.11.16</td> <td>Complaints Training for Schools</td> <td>AB & AM</td> </tr> <tr> <td>09.02.17</td> <td>Governors SIP</td> <td>LA</td> </tr> <tr> <td>16.05.17</td> <td>Governors SIP</td> <td>AM & LA</td> </tr> </table> <p>Clerk to source new governor training for SW and AE and bitesized finance training.</p>	06.10.16	Governors SIP	LA	10.10.16	Clerk's Forum	KW	18.10.16	How Governors can be Effective in their Monitoring Role	LA & CH	08.11.16	Chairing the Governing Board	LA	10.11.16	Complaints Training for Schools	AB & AM	09.02.17	Governors SIP	LA	16.05.17	Governors SIP	AM & LA	
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16/025	To review Governing Body Self Evaluation. This item was discussed under item 16/019.																						

16/026	<p>To review and approve the following school policies:</p> <ol style="list-style-type: none"> I. Whistleblowing policy II. Vision Statement III. Prospectus IV. Pay Policy V. Instrument of Government VI. Budget Management <p>The Whistleblowers policy is new and based on the LA model. The Pay Policy is also new and based on the LA model. There is no change to the Instrument of Government, budget management policy or vision statement. The prospectus has been updated to include new personnel and it was suggested that this should be completely reviewed. KW to look at RAISE Alliance schools.</p> <p>RESOLVED: That the above policies be approved and signed by the Chair.</p>	KW
16/027	<p>To receive a report from the Health and Safety Committee.</p> <p>LA and KW carried out an inspection on 18.07.16. A number of minor items were raised and have been completed including cleaning the strip lights and using plug covers. There is a loose fence post in the perimeter fencing and a gate requires realigning. School HandS service has carried out the annual review on 22.09.16. Asbestos training is required for AB & KW (booked) and Legionella for AB.</p>	KW
16/028	<p>To receive reports from any other committees.</p> <p>None.</p>	
16/029	<p>Correspondence.</p> <ol style="list-style-type: none"> 1. Governing Matters July/August 2. Governing Matters September/October 	
PART 'C' – OTHER BUSINESS		
16/030	<p>To deal with any matters agreed for consideration under item 16/007.</p> <p>None</p>	
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.