

GOVERNING BODY MINUTES SUMMER TERM 2016

MEETING HELD ON THURSDAY 23 JUNE 2016 AT 5.30PM IN THE SCHOOL

PRESENT: Mrs L Boyd
Mrs A Harvey
Mr G Langlands
Mr M Warland
Mrs J Holmes (Chair)
Mrs J Kennedy (Headteacher)
Mrs S Kuznesof
Mrs D Ricketts
Mr P Jewitt
Mrs K Skinner

ALSO PRESENT: Mrs H Pye (Clerk to Governors)

PART 1 (CLASSIFIED NON-CONFIDENTIAL)

Items discussed under Part 1 of this agenda will not be classified as confidential: consequently the minutes and supporting documents should be made available to any person wishing to inspect them.

REGULAR ITEMS

Action by:

1. Apologies for Absence

Apologies were received and consent given for the absences of Mr P Latham, to whom Governors wished to pass on their best wishes and Mr P Maloney.

2. Membership Update

Governors noted that the following terms of office were due to come to an end:

Mrs L Boyd – Authority Governor – 16.9.2016

Mrs D Ricketts – Staff Governor – 31.8.2016.

Mrs S Kuznesof – Parent Governor – To stand down as at the end of July 2016.

Furthermore, it was noted that both Mr A Neal and Mr M Potter (Co-opted Governors) had resigned from the Governing Body. Chair informed the meeting that vacancies have been advertised on SGOSS and Future First websites

Arising from discussion it was agreed:

- The Headteacher would arrange for the election of a Staff Governor and a Parent Governor from the Autumn term.
- Mrs L Boyd would be re-appointed as Associate Governor.

Headteacher

Clerk

- A nomination would be submitted for Mr P Maloney to stand as Authority Governor. The Clerk would submit the nomination for consideration by the panel of appointing members and would notify the school accordingly.
- Mr G Langlands would act as Vice Chair until the Autumn term election process due to the departure of Mrs Kuznesof.
- Performance Review Committee – Mr P Jewitt volunteered to stand in for the meeting scheduled for 9 September 2016 at 11am in the school.
- Mrs K Skinner would undertake the role of English Link Governor. Mrs Kuznesof would undertake a final visit by the end of term with Mrs K Skinner.
- The Chair wished to record thanks to Governors for speedily completing the skills audit. Skills identified for future appointments were Accountancy, HR and/or experience of being a trustee or member of a board. Governors to inform Chair of any potential candidates for vacancies specifically to support the skills audit.

All governors

The Chair wished to record her thanks to those Governors who had resigned or were stepping down for their support of the school.

The Headteacher further added that the School Improvement Partner would also be leaving her role – enquiries were being made as it was thought it would be more beneficial to have the same SIP working across the partnership of schools.

3. Annual Declaration of personal or pecuniary interests of Governors and Staff

The register of governor interests would be checked and updated accordingly. Governor details would be published on the school website.

Headteacher

The register for staff would be updated and a copy filed in school for future audit purposes.

Governors noted that details of Governor attendance at full and committee meetings was also required to be published.

4. Declaration of personal or pecuniary interest in any agenda item

Governors declared that they had no pecuniary interest in any item on the agenda.

5. Consider & Adopt Minutes of Governing Body Meetings

Minutes of the following meetings, having been circulated to the Governors, were adopted and signed as a true record:

- 10 March 2016 – confirmed that these had been agreed at the last interim meeting of the Governing Body.
- 24 May 2016.

6. Review Action Grid – delegated tasks

The following actions that had been delegated to individuals, groups or committees at previous meetings were reviewed and updates received as follows:

Item 8 – Revise homework policy.
In progress – to be finalised July 2016.

Item 8 – To write to staff to thank them for their hard work and resilience during a difficult period of time.
Complete.

Item 9 – Incorporate Pupil and Sports Premium into Finance review.
Complete – needs populating.

Item 10 – Parent View toolkit – Mr Johnston to devise new approach to collecting feedback from parents.
Complete – Google form to be sent out w/c 27.6.2016.

Item 10 – To trial e-learning modules and recommend which modules Governors should complete.
K Skinner – in progress.

Item 10 – National Formula Funding – provide feedback to consultation.
Complete and sent off.

Item 10 – Maths Link Report – SLT capacity planning during budget process.
Complete.

Item 10 – Website audit – Mr Johnston to take appropriate action based on audit.
Complete.

Item 10 – Disadvantaged Pupil Visit Report – To consider increase in the provision of the mentoring facility.
Complete.

Item 12 – Prevent Awareness training to be completed and certification provided to Mrs Harvey.
Chair to re-send link to access module. Headteacher also organising face to face training for support staff during the Autumn term to which Governors could attend.

Ongoing Issues:

English Visit Report.
Written report to follow from Mrs Kuznesof.

Culture and Care Visit / Ethos and Values Visit
Culture and Care visit completed by Chair and Mr Langlands – report to be tabled.
Ethos and Values visit to be arranged.

Review of Pay Policy with NCC HR.
To progress Autumn term.

Actions from minutes of meeting held on 24 May 2016:

Item 8 – Contact with Guy Opperman, local MP – deferred until after 23.6.2016.

Headteacher

Item 9 – Response to QEHS / HMS Multi Academisation consultation.
Complete.

All other such actions were reported on under the relevant agenda item.

7. Other Matters Arising

There were no other matters arising from the previous minutes that were not covered elsewhere on the agenda.

8. Receive Minutes of Committee Meetings

Governors received the signed minutes from the following committee meetings:

Finance and Facilities Committee – 1 March 2016.

Finance and Facilities Committee – 17 March, 21 March, 16 April and 16 May (Budget Setting Process).

Teaching and Achievement – 15 April – Chair to circulate minutes.

Human Resources – 24 March (The Chair commented that Governors needed to be satisfied with the robustness of both the Pay Policy and the Appraisal Policy).

Strategy Working Party – 12 May.

Chair

SCHOOL ACCOUNTABILITY ITEMS

9. Head Teacher's Report

Governors considered the report from the Head Teacher that had been circulated prior to the meeting. The Headteacher highlighted the following issues:

Staffing Information – New appointments from September 2016:

New subject leader for English – Mrs T Watkins.

Mr Swinney has successfully completed his NQT year and has been appointed as a permanent primary teacher.

Miss HJ Dixon has been appointed to cover the music maternity leave.

Mrs H Samuels leaving for a promoted post at another school.

Also appointed – Part-time permanent Kitchen Assistant and a Part-time temporary Admin Assistant.

The Headteacher commented that she was really pleased with recent appointments and felt that the school had a strong team for the next year.

In response to a question from a Governor, the Headteacher confirmed that the expected intake for September into Year 5 would be 83 and that it may be necessary to move from 3 to 4 tech groups for this year group.

A Governor also questioned whether there was a particular reason for Year 6 to have increased in the number of misdemeanours. The Headteacher acknowledged the increase compared to last year – the behaviour and motivation policy had been applied accordingly and the 3 Year 6 children responsible for most of the misdemeanours had completed an after school detention with the Deputy Headteacher. The school operated a zero tolerance policy.

Four English and Maths groups would operate in Year 6 for 2016/2017. Short term interventions would be delivered formally timetabled for both TAs and Teachers.

In response to a question in relation to Teacher Assessments for year 6 the Headteacher explained the process of assessments and the amount of moderation work that had been invested in English and Maths. Governors understood that producing teacher assessments in the first year of new SATs was difficult and a new baseline had been produced.

Mr Warland wished to arrange a further science subject visit in order to support the temporary science leader. The headteacher agreed.

Mr Warland

The Chair wished to take the opportunity of formally thanking Mrs Hamilton for undertaking the English subject leader role during the current academic year.

The Headteacher was thanked for her report.

10. SIP Report

The Headteacher reported that the SIP had recently visited the school and observed lessons. She had spoken with Mrs Ricketts and had been impressed by what was in place this year and appreciated what the school is putting in place for disadvantaged children. Overall the feedback from the visit had been extremely positive. The judgement for behaviour and safety of children had been reassessed to 'Outstanding' with all other judgements being assessed as 'Good'. The SIP judged the school to be moving forward with a higher percentage of outstanding teaching – overall teaching and learning continues to improve.

The Headteacher and SLT have arranged to visit outstanding schools to observe teaching strategies for the more able and would ensure this included West Jesmond Primary School. Evidence of work with other schools was to be recorded.

Headteacher

The Chair commented that she had written to David Brown seeking advice regarding the appointment of a new SIP for the school.

11. Budget Update

The report of the budget approval meeting had been circulated for information. Mr Langlands circulated separately a further update for consideration at the full governing body meeting which reported on the current position up until the end of the month May 2016.

Mr Langlands reported that the carry forward balance 2015/2016 was £117,997. Accounting for the current surplus of £15,100, the projected outturn at the end of the financial year 2016/2017 was £133,097. A plan to spend £59,057 of the 2015/2016 surplus has been agreed by the F&F committee. This takes the surplus for 2015/2016 to the 5% limit. The budget would continue to be monitored on a monthly basis – the Headteacher commented on the tremendous amount of work undertaken by the Finance Committee and especially thanked Mr Langlands.

Mr Langlands reported that there had been a programme of good quality upgrade of facilities, both inside and outside of the school which overall helped improve the school environment.

A Governor enquired whether any further consideration had been given to TLR post holders?

The Headteacher advised that this would be considered for the beginning of the new academic year as the whole school objectives were still to be finalised .

A further question was asked re plans for training of middle leaders? The Headteacher outlined that one member of staff had been supported through NPQML this year ~~the current position~~ and expressions of interest in further development were part of the appraisal process.

The Chair thanked Mr Langland for his report.

12. Governors' Report

Governors received and considered the following visit reports:

English Link Visit – Report to follow from Mrs Kuznesof.

Maths Link Visit – 11 April 2016.

Visit undertaken by the Chair and Mrs L Boyd. The objectives of the meeting were:

- A review of progress against department action plan.
- A review of progress and attainment against new ARE measures.
- A review of parental involvement activities.
- Student Voice with a selection of more able pupils.

Arising from discussion:

- Pupil voice questionnaire for maths planned for summer term.
- Cross partnership working meeting continue to take place with other middle schools and QEHS. Joint work scrutinies are taking place.
- Work Scrutiny by SLT and SIP taking place at least once per term.
- Key Stage 2 moderation taken place during the spring term. It was agreed that all books taken by CMS were accurately assessed. The Headteacher thanked Mrs Ricketts for attending the moderation meetings.
- Progress and attainment – The process for measuring attainment through the year is different due to end of year ARE. Each school is measuring attainment and progress against the agreed ARE in a different way. This will be reviewed at the end of the year to decide the merits of each system and how to approach assessment for 2016/2017.
- Enrichment – Headteacher to identify any opportunities for remainder of year.
- Parental Involvement – Supplementary session on methods of arithmetic delivered to parents – this was well attended.
- Organisation for Maths Department for 2016/2017 – Planned for four teaching groups for maths in years 5 and 6, staffing costs incorporated into budget.

Culture and Care Visit – 17 June 2016.

Visit undertaken by Mr G Langlands and Mrs J Holmes.

Report received for information. Mr Langlands commented that in his view the school had come a long way in the five years he has been involved as a governor. There was a sense of increased inclusion, confidence, compassion, and care amongst pupils and staff.

Chairs Report

Matters considered:

- Feedback from the termly Chair and vice Chair briefing meeting: SEND Ofsted Inspections – Northumberland LA expects to receive an early inspection under the new regime – All providers of care for SEND children will be inspected including schools and schools had been provided with clear guidance of what is to be expected and what needs to be in place.

- Considered implications of the White Paper.
- Governor Training/Conferences attended by Headteacher and Chair regarding the White Paper and meetings held with many schools within the Partnership and beyond regarding MATs as part of ongoing fact finding.

The Headteacher took the opportunity to congratulate the Mrs Holmes on becoming a National Leader of Governance.

These visits were noted as being instrumental in moving forward on the school's key priorities from within their school development plan / action plan.

13. 2016 / 2017 Whole School Objectives

The Headteacher thanked ~~informed~~ Governors for their responses to the Self Evaluation Process. Staff, pupils and parents would complete their responses by the end of the Summer term. The Headteacher would be able to collate or the evidence and complete the SEF prior to the next academic year.

Headteacher

The Headteacher added that she had attended a conference on mental health and wellbeing and felt strongly that this under-pinned what the school did already. The Headteacher would wish to develop this aspect as a whole school objective and part of performance management targets for 2016/2017. There was agreement in principle to this.

The Chair commented on the importance of parental engagement in both children's learning and their mental health and wellbeing and would wish this to be incorporated.

14. School Voluntary Accounts

Mrs Harvey reported that the Accounts were not yet audited. Once finalised a copy would be forwarded to the Finance Committee for consideration.

Mrs Harvey

15. Approval of School Policies

Governors agreed to adopt the Staff discipline and grievance procedure.

LOCAL AUTHORITY REPORTS –

Copies of documents available on the personnel page at:

www.northumberlandlea.net

16. Update of HR Policies and Procedures

Northumberland Living Wage

Governors noted the introduction of the Northumberland Living Wage from 1 October 2015. They further noted the introduction of the National Living Wage from 1 April 2016.

Additionally, Governors noted that Northumberland County Council had made the decision to apply the eligibility for the Northumberland Living Wage to all staff, regardless of age. Schools were encouraged to support this decision and ensure that they also applied the Northumberland Living Wage to all employees, irrespective of age.

Governors further noted that apprentices were exempt from the Living Wage.

Governors agreed that they would adopt the Northumberland Living Wage regardless of age.

17. Governor DBS Checks

Governors noted the change to Government policy in respect of DBS Checks for Governors. It was now mandatory that DBS checks be undertaken for Governors. However, access to the barred list was still not available for the position of Governor.

Governors adopted the revised policy and noted that retrospective checks for Governors appointed before 1 April 2016 would have to be completed by 1 September 2016. Checks for Governors appointed on or after 1 April 2016 would need to be requested within 3 weeks of appointment. Schools would have to ensure that their single central record reflected this change.

The Headteacher agreed to ensure that all relevant checks had been undertaken.

Headteacher

CONCLUDING ITEMS

18. Urgent Business

There was no urgent business.

19. Dates of Future Meetings

Governors agreed dates of future meetings as follows:

- Autumn Term 2016 – Thursday 24 November 2016 at 5.30pm.
- Spring Term 2017 – Thursday 23 March 2017 at 5.30pm.
- Summer Term 2017 – Thursday 29 June 2017 at 5.30pm.

There being no further business, the meeting closed at 7.47pm.

In closing, Mrs Kuznesof wished the Governors and the school well for the future.

INFORMATION ITEMS – Governors noted items available to Chairs of Governors at the Chairs' Briefing Meetings.

Termly Briefing Papers including:

- **Draft Agenda & Briefing Notes**
- **SEND Inspection presentation**
- **Facilitated discussion papers – Implications of the White Paper**
- **Facilitated discussion papers – Shared practice and recording of impact**
- **Briefing Papers:**
 - **School compliance with information regulations**
 - **Emergency Community Assistance Plan**
 - **GEL Online Governor Training**
 - **Ofsted Presentation – Effective Governance (extract, page 25+)**

_____ **Chair**