

**CORBRIDGE MIDDLE SCHOOL**

**GOVERNING BODY MINUTES SPRING TERM 2018**

**MEETING HELD ON TUESDAY 20 MARCH 2018 AT 5PM IN THE SCHOOL**

**PRESENT:** Mrs A Harvey  
Mr M Warland  
Mr P Jewitt  
Mrs J Holmes (Chair)  
Mr P Latham  
Mrs J Kennedy (Headteacher)  
Mrs K Skinner  
Mr M Swinney  
Mrs J Adey  
Mr T Weston  
Mr C Bruce

**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**

**1. Apologies for Absence**

Apologies were received and consent given for the absences of Mr G Langlands and Mr D Johnston (Observer).

**2. Membership Update**

The Chair welcomed Mr Bruce, Co-opted Governor and Mr Weston, Parent Governor, to their first meeting of the Governing body.

Governors noted the vacancy for Authority Governor.

**3. Declaration of personal or pecuniary interest in any agenda item**

Governors declared that they had no personal or pecuniary interest in any item on the agenda except the Headteacher and Staff Governors who declared an interest in the event of any vote in relation to the West of Northumberland Consultation document.

**Action by:**

#### 4. 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:

- Termly meeting - 5 December 2017.
- Interim meeting - 23 January 2018.
- West Consultation Strategy Meeting - 22 February 2018.

#### 5. 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 4 - To action appointment of Mr C Bruce.

Action completed.

To reappoint Mr Warland and Mr Latham - Co-opted Governors.

Action completed.

Parent Governor vacancy - To action.

Action completed - Mr Weston appointed.

Item 9 - School Visit Report - Enrichment - To present to spring meeting.

Refer to Item 10 - spring agenda - Action completed.

Item 8 - To consider revised redundancy procedure.

Ongoing - HR to review.

Item 10 - Residential visit report - to present to spring meeting.

Action completed - To record thanks to Lyndsay for producing report. Useful for school prospectus - report included a review of current provision and future proposals (Item 8 - spring term agenda - part of Headteacher's report).

Item 11 - To confirm membership of committees for C Bruce / M Warland and T Weston.

Action completed.

C Bruce / M Warland - Teaching and Achievement Committee.

T Weston - Resource Management Committee.

Item 14 - To submit indicative budget to LA.

Action completed.

Item 15 - SFVS - To submit SFVS to LA.

Action completed.

Item 19 - Response to SEND Consultation.

Action completed.

Part 2 - Complete actions required as a result of NCC initial consultation for West Northumberland.

Action completed.

Meeting held on 29 June 2017.

Item 7 - Fire Safety Precautions - to revise in light of recent guidance.

**D Johnston**

In progress. D Johnston finalising.

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

## 6. Other Matters Arising

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

## 7. Receive Minutes of Committee Meetings

Governors received the following minutes from committee meetings:

Resources Committee - 16 January 2018 (Minutes tabled at meeting).

Matters arising:

Photocopier - negotiating new contract with substantial savings to school ((£6,500 over 2 year period). Governors agreed to the change of contract.

School Absence Cover Policy - Present contract covers until end of academic year. Currently looking at other providers - quotes substantially less than NCC.

Headteacher to investigate cover for support staff. Chair questioned whether catering/kitchen staff needed cover?. Governors in agreement to change provider if cheaper than existing SLA. If more cover were to be provided then this would be revisited by the Governing Body.

Milkwell Development - Report tabled at meeting for information.

Verbal update - P Jewitt summarised meeting held on Tuesday 13 March between D Johnston, P Jewitt and P Irwin, senior surveyor with NCC and K Edwards of Gladman to discuss the transfer of a section of land to NCC. Following lengthy deliberation Governors agreed that their response should be that the Governing body have no objection to the transfer of land however they would wish to negotiate a separate agreement which would provide the school with muga facilities in compensation. Actions agreed:

Headteacher to forward details of response to Mr Jewitt.

M Swinney to ascertain costings of new facilities and advise Headteacher.

**Headteacher  
M Swinney**

Teaching and Achievement Committee - 5 March 2018 (Minutes tabled at meeting).

Matters arising:

SEND/Vulnerable groups data - Thanks to D Ricketts for report. Noted upskilling of teaching staff and teaching assistants to enable staff to best support individuals.

Concerns expressed with delay in CAMHS referrals waiting time in County Durham which caused delays and a lot of anxiety for parents. Governor commented on the funding implications for this for the school.

Resource Management Committee - 13 March 2018 (Minutes tabled at meeting).

Minutes received.

## SCHOOL ACCOUNTABILITY ITEMS

### 8. Headteacher's Report

The Headteacher gave a verbal report to Governors which included information particularly in relation to number of pupils on roll and staff morale.

Numbers on roll - Numbers were looking relatively stable with 68 accepted places for September 2018. 2 children were leaving at the end of Year 6 but other children were entering other year groups. Budgeted for 75 in new year group. Hopeful that numbers could rise from 68 to 71.

The Headteacher commented how she felt both proud and amazed by staff morale and how everyone seemed to be pulling together at such a difficult time. Staff absence would be monitored carefully - 2 short term absences currently - otherwise attendance is good. M Swinney - Staff Governor commented how staff were remaining very positive and focused upon the children in the school - staff were extremely passionate about the education they provided. There had also been much support from members of the public and other Headteachers in the partnership. The Chair wished to congratulate the Headteacher and Senior Leadership Team for their very positive approach.

The Chair commented that Educo should be approached in relation to advice on any staffing issues.

## 9. Budget Update

Financial commentary for the period ending February 2018 (prepared by Mrs Adey) previously circulated for information. Mrs Adey highlighted that although the forecast deficit for the year ending March 2018 was £55,565, Governors should not be concerned as the forecast carried forward revenue balance as at March 2018 was a surplus of £68,155. The Chair thanked Mrs Adey for her report.

Governors noted that the operational budget for 2018/2019, along with an indicative budget for 2019/2020 and 2020/2021 would need to be drawn up and submitted to County by 1 May 2018.

**Headteacher  
Resources  
Committee**

## 10. Governors Reports

Governors received and considered the following Governors' reports.

Enrichment Visit - 4 December 2017 - M Warland.

The objective of the visit was to assess the enrichment provision being offered to CMS pupils including careers advice, school council, extra-curricular activities, homework, trips and enrichment projects.

Recommendations were put forward for consideration by Senior Leadership team and/or Governing Body.

English Visit - 5 February 2018 - K Skinner.

The purpose of the termly visit was to monitor progress against the school and department improvement plans specifically in relation to:

- More able writing for Years 6 and 7.
- Content and use learning objectives for each lesson.
- Quality and quantity of homework.

Further to the report Mrs Skinner commented that progress was 'on track' and projected results were really positive.

**The Chair questioned whether there was any feedback following the SIP visit. Headteacher - SIP commented that school would be judged outstanding if there was another good set of SAT results.**

Maths Visit - 20 February 2018 - J Holmes - Report tabled at meeting.

The purpose of the visit was to monitor:

- Progress against 2017/2018 Department action plan.
- Review of attainment and progress by cohort.
- Preparation for SATs.
- Experience two maths lessons - high ability, mid ability.

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

## 11. Hadrian Learning Trust Consultation

Document tabled - noted proposed response deadline 28 March 2018. Chair encouraged individual responses in addition to the response that would be sent by the Governing Body.

Following lengthy discussion Governors voted on the following proposals:

Proposal 1 - Do you agree that HMS and QEHS should be amalgamated and expand to create an 11-18 Secondary school?

By majority vote, Governors voted No to Proposal 1.

Proposal 2 - If a decision is taken by Northumberland County Council / Department for Education to close Haydon Bridge High School, do you agree that QEHS should expand to provide places for children from the Haydon Bridge Partnership from September 2019?

By majority vote Governors voted No to Proposal 2.

Reasons for the response would be recorded in the consultation response form.

Action: Chair

Arising from discussion the Chair commented on looking at financial modelling of expanding the MAT.

## 12. NCC Education in the West Consultation

Reference made to the joint letter from partnership schools in relation to the West of Northumberland Consultation raising concerns re process and consultation timelines.

Meeting to be held with Mr Andy Johnson, NCC on 21 March 2018 to discuss the consultation document.

Governors discussed the models that had been put forward and voted as follows:

Model 1

Chair

Yes - 0  
No - 0  
Don't Know - 11

Model B  
Yes - 0  
No - 9  
Don't Know - 1

Model c - Hybrid model  
Yes -1  
No - 0  
Don't Know - 9

Following discussion Governors unanimously agreed to put forward an alternative model for consideration - Collaboration Pathways Model.

M Swinney agreed to circulate a copy of an alternative HBHS model for information.

Action: Chair to produce draft response in relation to consultation by deadline date - 9 April 2018. Governors invited to comment.

**M Swinney**

**Chair**

### **13. Tynedale Community Learning Trust - Update**

Update by Chair - still deferred. School has to await the end of the consultation process. RSC aware of school's position.

## **LOCAL AUTHORITY REPORTS**

### **14. HR Policies and Procedures**

It was noted that as the school does not purchase its HR service through the County Council's HR SLA it would need to access advice and policy guidance from its own HR provider. Action: Headteacher to take forward with HR provider.

**Headteacher**

## **CONCLUDING ITEMS**

### **15. Urgent Business**

Governors discussed the following item of urgent business:

At the meeting to be held at Corbridge Middle School on 21 March 2018 in relation to the West of Northumberland consultation Governors discussed the need to seek clarification on the decision making process and the financial modelling - how funds would be distributed. If there were further questions following this meeting then the Chair would call a further meeting of the Governing Body to discuss.

## 16. Dates of Future Meetings

Governors agreed the date for the next meeting as follows:

- Summer Term 2018 - Tuesday 26 June 2018 at 5pm.

There being no further business, the meeting closed at 7.27pm.

\_\_\_\_\_ Chair

\_\_\_\_\_ Date

### **PART 2 (Classified confidential)**

Matters discussed in this part of the agenda will be classified as confidential and minuted as such. Any reports circulated with the agenda papers are enclosed for governors only, coloured pink and marked 'Not for Publication'

1. Governors received and agreed the minutes of the meeting held on 5 December 2017 - Part 2.