

**CORBRIDGE MIDDLE SCHOOL**

**GOVERNING BODY MINUTES AUTUMN TERM 2016**

**MEETING HELD ON THURSDAY 24 NOVEMBER 2016 AT 5.30PM IN THE SCHOOL**

**PRESENT:** Mr P Maloney  
Mr G Langlands  
Mr P Jewitt  
Mrs J Holmes  
Mr P Latham  
Mrs J Kennedy  
Mrs K Skinner  
Mr M Swinney  
Mr M Wharton

**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.**

**Prior to the meeting:**

**Presentation by Year 8 pupils – ‘Student Research – Challenging More Able Pupils.’**

**REGULAR ITEMS**

**Action by:**

**1. Election of Chair**

Mrs J Holmes was re-elected Chair of Governors for the next academic year.

**2. Election of Vice Chair**

Mr P Maloney was elected Vice Chair of Governors for the next academic year.

The Chair wished to record thanks to Mr G Langlands for acting up as Vice Chair.

**3. Apologies for Absence**

Apologies were received and consent given for the absences of Mr M Warland, Mrs A Harvey and Mrs L Boyd.

**4. Membership Update**

The Chair, on behalf of Governors, welcomed Mr Mark Swinney, Staff Governor and Mr Mark Wharton, Parent Governor, to their first meeting of the Governing Body.

NCC had confirmed the appointment of Mr P Maloney as Authority Governor.

Governors noted that currently there were two Co-opted Governor vacancies. The skills required being accountancy/financial management and education/mental health.

The Chair proposed that Jayne Hounam (qualified accountant) be appointed to one of the Co-opted vacancies – this was approved by Governors. A nomination was also put forward for the second vacancy which Governors supported. The Chair would contact the individual and advise the Clerk accordingly.

Chair

#### **5. 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.

The Clerk reminded the Headteacher that the school's website should be updated for new governors to ensure compliance with requirements.

Headteacher

#### **6. Consider & Adopt Minutes of Governing Body Meetings**

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

- 23 June 2016.

Arising from the minutes:

Mr Latham wished to thank Governors for their best wishes.

#### **7. 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 2 – To arrange for the election of a Parent and Staff Governor.  
Completed.

To submit nomination for Mr P Maloney as Authority Governor.  
Nomination approved – appointed as Authority Governor – Completed.

Inform Chair of any potential candidates for vacancies.  
1 Co-opted vacancy – presently being considered.

Item 3 – To check and update register of governor interests for website.  
Ongoing – To re-check.

Item 8 – To circulate minutes of the Teaching and Achievement Committee – 15 April 2016.  
Noted that minutes were unavailable at this time.

Item 8 – To arrange meeting with Guy Opperman regarding MAT's.  
On hold – governors considered that this was not appropriate at this moment in time.

Item 9 – Mr Warland to arrange science subject visit.  
Noted that visit had not taken place. Headteacher commented that the Science Teacher had visited Ponteland High School – the visit had been very useful.

Item 10 – To arrange pupil voice visit to West Jesmond Primary School. On-hold. Headteacher informed the governing body that visits by staff and pupils to other schools was deemed to be more beneficial to the priorities of the school. Governing Body agreed to put on hold.

Item 10 – To review TLR opportunities for 2016 / 2017. The Headteacher advised that there were presently 2 TLR opportunities to be appointed by Christmas, with a further TLR3 available for the spring term for a specific project.

Item 13 – Headteacher to complete SEF prior to the next academic year. Completed.

Item 14 – School Voluntary Accounts – To forward finalised accounts for 2014/2015 to Finance Committee for consideration. Confirmed that accounts had been audited and circulated for inspection. Finalised accounts for 2015/2016 now due.

**Headteacher**

Item 17 – To ensure that all relevant DBS checks had been completed. Completed – Confirmed that all checks were in place.

Ongoing Issues:

To revise homework policy. Completed – Refer to Autumn term agenda.

Mrs Skinner to trial e-learning modules and recommend which modules Governors should complete. Mrs Skinner completed – will email list to Governors – Chair would update training record with list of courses.

**Chair**

Furthermore, Mrs Skinner highlighted the new 'Keeping Children Safe in Education' document which governors should familiarise themselves with.

English Visit. Completed.

Review of Pay Policy. Completed.

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

## **8. Other Matters Arising**

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

## **9. Receive Minutes of Committee Meetings**

Governors received the signed minutes from the following committee meetings:

Teaching and Achievement Committee – 29 September 2016. The Chair highlighted the key points:

- The school is above the floor standard.
- The school is significantly above national average for Attainment % Expected Standard RWM.

- The school is in line with the national average for progress.
- The Headteacher highlighted the strengths as boys reading plus middle and low attainers. Areas of concern were maths higher attainers, progress of disadvantaged pupils and GPS. GPS progress was significantly below national average.
- Actions are in place to target all areas of concern

Finance and Facilities Committee – 16 June 2016.

Finance and Facilities Committee – 12 September 2016.

Finance and Facilities Committee – 7 November 2016 – Minutes to be presented to the next meeting of the full Governing Body. G Langlands however alerted the governing body to the urgent need for increased teaching space within the school and the capital that would be required for this project. An update will be provided next term.

Human Resources Committee – 19 October 2016.

Noted:

- A part-time School Business Manager had been appointed who would take up post in January.
- The Chair commented that she continued to be aware of work / life balance for staff and workloads.
- Mr Maloney would undertake a termly staff survey to identify any staff morale issues.

#### 10. **Annual Review of Committee Membership, Delegation and Terms of Reference**

Governors considered committee membership, delegation to the Head Teacher and terms of reference of committees.

It was agreed that no changes were required.

**Q. Mr Langlands questioned how projects would be considered by the main committees of the Governing Body?**

**A. The Chair confirmed that the Headteacher had autonomy to make decisions up to the spending limits allowed without reference to a committee. Expenditure over the limit set would need to seek approval from the appropriate committee.**

The Chair advised on key delegation document to the Headteacher

### **SCHOOL ACCOUNTABILITY ITEMS**

#### 11. **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:

Expected progress measure KS1 to KS2. Overall attainment in reading, writing and maths at the end of KS2 was well above national averages at 65%. English attainment and progress data was good for reading and maths but GPS was only the same as national and showing a downward 3 year trend. The Pupil Premium data for maths was very low – of the 8 PP pupils in the year group, only 3 achieved expected attainment.

**Chair**

**G Langlands**

**Q. The Chair asked if CMS could learn anything from other schools in relation to GPS.**

**A. The Headteacher would be visiting other schools to see what could be learnt.**

Outcomes at Year 8 – First year that levels were not used on transfer to High School. All data had been moderated within departments and with other middle schools prior to transfer. Meetings continue to take place with the High School to ensure that the assessment within subjects is consistent, standardised and robust.

Closing the gap – remains a whole school priority to close the gap in the attainment of the Pupil Premium children. Pupils who were not secure at the end of KS2 were a specific focus. The Headteacher commented that a really good job was done with Pupil Premium funding – governors noted the strategies that were in place as a result of the funding. Schools needed to support each other for Pupil Premium – intervention was considered most effective at early years stages. CMS was considered an inclusive school – validated by Clare Brown, LA. External validation had also found all tracking etc at CMS to be extremely good.

Priorities for development had been validated by the SIP. The main targets for the School Development Plan had been chosen based upon rigorous self-evaluation. One particular action – the close monitoring of the attainment and progress of the PP pupils in Year 7 who did not reach Age Related Expectations - has resulted in the school deciding to create a 4<sup>th</sup> Maths set to ensure that the pupils receive the support that they need. There was also close monitoring of the progress towards the targets in KS2. Early concerns were being addressed by employing an extra teacher 1 day per week until Christmas. Impact of the intervention would be monitored and may continue.

SIP visit report from Julie McGrane had been circulated for information. The strengths identified as a result of the visit were noted. The focus for the next visit would be on Middle Leadership.

The enrichment of the curriculum that happens in school was being celebrated in the local press and newsletters.

The school currently had 322 pupils on roll with children continuing to join the school mid-year.

**Q. The Chair questioned whether there was any particular reason for children entering mid-year.**

**A. The Headteacher advised that this could be for a variety of reasons.**

Attendance was above national average. One Year 8 pupil was not attending school and was currently being educated by EOTAS. There were concerns in relation to the attendance of two other children.

**Q. A Governor asked if the HLTA who had the 'homelink' role was having the desired effect?**

**A. The HLTA was still undertaking contact work although a different member of staff continued to undertake the work on attendance issues.**

No exclusions – only one student has had an after school detention so far this term. One Year 8 pupil is receiving intensive support from the LIST Team.

Dr Batchelder was to return to work part-time in January following absence.

Mrs Hamilton's role as Assistant Headteacher KS2 has changed and she is no longer responsible for English. Mrs Hamilton would now be responsible for Curriculum across the school.

A Business Manager (1 day per week) had been recruited and a Teaching Assistant. The appointment of another admin assistant had been postponed until the new Business Manager was in post.

CPD – Focusing on stretching more able pupils. All staff will have the opportunity to spend a day observing outstanding teachers, bringing learning back to all staff and measuring the impact of any changes made.

The new process for Self-evaluation has been thorough and rigorous and had identified the priorities. The School Development Plan, Departmental Action Plans and Appraisal objectives are closely linked.

The school had established a really positive link with Dilston College.

Noted extensive works carried out during the summer holidays to continue to improve the school.

Arising from the report:

**Q. A Governor asked if there was a standardised induction for staff?**

**A. The Headteacher advised that all staff would follow an induction process.**

**Q. How were children inducted into school if they came in mid year?**

**A. There was an established induction process for children also.**

The Chair thanked the Headteacher for her report.

## **12. School Improvement Partner Report**

Governors received the School Improvement Partner report dated 10 October 2016 which had been circulated for information. The SIP, Julie McGrane had been very rigorous and challenging and the Headteacher was pleased with the outcome of the report. The overall judgements of the SIP were:

- The Overall Effectiveness of the School -2.
- Effectiveness of Leadership and Management – 2.
- Quality of Teaching, Learning and Assessment – 2.
- Personal Development, Behaviour and Welfare – 1.
- Outcomes – 2.

The Chair commented that it would be useful to invite the SIP to the summer term meeting of the governing body for a question and answer session. Headteacher to action.

**Headteacher**

## **13. School Improvement Plan**

A summary of the School Improvement Plan September 2016 – July 2017

had been circulated for information. The Headteacher commented that the format of the SIP had been used for all of the departmental plans. In addition some of the objectives may need to be reassigned as a result of the reduction in hours for the Assistant Headteacher. Action: Headteacher to review.

**Headteacher**

**The Chair recommended that one lead person should be appointed against each of the objectives. Action: Headteacher to review.**

**Headteacher**

#### **14. Budget Update**

Governors received and considered the school's budget report 2016 / 2017. Mr Langland's advised Governors that the indicative budget had been completed and the overall position was looking very healthy. Mr Langlands highlighted that the current surplus currently stood at 13% whereas the school would only be allowed to carry forward 5% on its budget which would be approximately £60,000. The school would have to consider and prioritise its spending requirements in order to close the budget at the end of the year within its spending limits. The school had already identified a need for additional learning space (two classrooms). DFC monies could also be used to help support this. Following discussions, Governors agreed that the Finance and Facilities Committee should consider this in further detail – a working party may need to be appointed to take this issue forward.

**Finance and  
Facilities  
Committee**

Mr Langlands commented that the three year budget however predicted a deficit position at the end of the three year term. Monies which were surplus at the present time could not be saved to offset any deficit in the future. The school would also need to look at additional staffing if moving to four year groups for English, Maths and Technology.

The Chair thanked Mr Langlands for his report.

**The Chair questioned whether the SLT taught more than other schools and whether there was more or less admin staff than other schools?**

**The Headteacher advised that comparisons with other schools could be variable but it was felt that the balance for Corbridge was 'about right.'**

Governors noted that a revised operational budget for 2016/2017, along with an indicative budget for 2017/2018 and 2018/2019 would need to be submitted to County by 1 December 2016.

#### **School Fund Accounts**

It was noted that a copy of the audited school fund accounts were available in school for inspection.

#### **15. Governors' Reports**

Governors received and considered the following reports:

##### **Chair's Report**

- The Chair commented upon the useful meeting with Chairs and Headteachers of other schools in relation to collaborative working.

- Thanks to Mr Maloney for his time spent in the recruitment of a new School Business Manager and to Sarah Sparke, QEHS, who had volunteered her services to the school.
- Headteacher and Chair attended Schools North East conference with key speakers – the theme being resilience and leadership.
- A very useful meeting had taken place with Headteachers and Chairs of Broomhaugh First, Corbridge First, Beaufront First, Hadrian Learning Trust and Prudhoe High School re possible MAT alliances.

English Link Visit – 18 July 2016.

- Mrs Kuznesof and Mrs Skinner had visited on 18.7.2016 and had undertaken a review of the English Department Improvement Plan for the summer term.

Safeguarding Visit – 19 October 2016.

- Mrs Skinner had visited school on 19.10.2016 – nominated Governor with responsibility for safeguarding children. In addition to a meeting with the Headteacher, Mrs Skinner also scrutinised the Single Central Record with Anne Harvey, Office Manager.

Arising from the report:

The Headteacher commented that the new on-line toolkit was really useful. Head teacher advised that an arrangement had been made with another school for the nominated person to be able talk over safeguarding issues in confidence.

Governor Training Record.

- The Chair requested that Governors notify either herself or Anne Harvey of any training undertaken.
- The Chair would update the record to include recommended training modules as advised by Mrs Skinner.

Maths Link Visit – 14 November 2016.

- Report to follow.

FFT Data Dashboard.

- Document circulated for information – also available on-line.

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

Chair

J Holmes

## 16. School Policies

Governors considered and adopted the following school policies:

- Child Protection Policy.
- Special Education Needs Information Report.
- Supporting Medical Conditions.

**Q. The Chair questioned how many staff were trained to administer medication?**

**A. The Headteacher advised that 5 staff were presently trained.**



- Homework Policy
- Health and Safety Policy – Governors agreed that a copy of the policy be forwarded to the Finance and Facilities Committee for approval.

## **LOCAL AUTHORITY REPORTS –**

**Copies of documents available on the personnel page at:**

[www.northumberlandlea.net](http://www.northumberlandlea.net)

### **17. HR Policies and Procedures**

Governors noted that this paper had been prepared so that they might be informed of additional statutory changes that might affect schools, federations and academies over the next few months. Also, to allow Governing Bodies to plan for any required review or implementation.

Governors noted that the following HR policies and procedures had been drawn up or updated as part of the continuing improvements to the advice and guidance offered to schools and to take account of the latest changes to employment law and statutory guidance.

Governors further noted that all policies, associated guidance and supporting documents were provided on the Human Resources (HR) pages of the Northumberland Schools' Network at \*[www.northumberlandlea.net](http://www.northumberlandlea.net). Head Teachers and Governors would need to use their school's login and password to access the HR pages as these would only be available to schools that subscribe to the HR SLA.

#### **Holiday Pay**

Governors were advised that following development in case law in relation to the calculation of holiday pay, Northumberland County Council had recently entered into a local agreement with its trade unions. The agreement relates to payments it makes to its employees, in addition to basic salary, to be taken into account for the calculation of holiday pay - to be backdated to April 2016. The 20 days statutory holiday pay (pro rata) would be calculated using monies earned in relation to the following allowances in addition to basis salary:

Acting Up Payments  
 Callout Payments  
 Lettings  
 Single Premium Rate  
 Sleep in Payments  
 Stand by Payments

It was noted that if the Governing Body was minded not to agree to the local agreement they would have to bear in mind that there could be a strong likelihood of claims being lodged at Employment Tribunal. In these circumstances the County Council would not support the school through the legal process and would ensure that the school met all the costs associated with any such claim.

Governors noted that the agreement did not apply to employees engaged under School Teacher terms and conditions of employment.

Governors agreed to apply the holiday pay to relevant staff.

### **Revised Pay Policy 2016/2017**

Governors noted that the 2016/2017 pay negotiations had been settled as 1% on the minima and maxima of the pay ranges, The final policy had been issued to schools.

The Pay Policy has been approved by the HR committee and salary reviews for staff have been completed.

### **Pay Protection and Salary Safeguarding Policy**

Governors noted that they were required to review and agree the Pay Protection and Salary Safeguarding Policy on an annual basis. There were no changes proposed to the draft policy that was now available for consideration.

Governors agreed to re-adopt the Pay Protection and Salary Safeguarding Policy.

### **Appraisal Policy**

Governors noted that they were required to review and agree the Appraisal Policy on an annual basis. There were no changes proposed to the draft policy that was now available for consideration.

Governors agreed to re-adopt the Appraisal Policy.

## **18. National Database of Governors – Edubase**

Governors noted the recent announcement regarding a national Database of Governors, from the Department for Education. The DfE wished to increase transparency on who governs schools and be able to more quickly and accurately identify individuals who have a role in Governance.

From September 2016, maintained school governing bodies would be under a duty to provide the information required by Edubase as follows:

- Full Name including title
- Appointing Body (eg. Boards, foundation, parents etc)
- Date of Appointment
- Date term of office ends (or ended if in last year)
- For maintained schools whether they are the chair of governors or a member of the governing body

Additional information to be collected but not to be made publicly available:

- Postcode
- Date of Birth
- Previous Names
- Nationality
- Direct email address for the Chair

Mrs Harvey would collect the required information from Governors and populate the Edubase system.

**Mrs Harvey**

## **19. Governor Criminal Records**

Governors were reminded that the Regulations relating to Disclosure and Barring checks on criminal records of School Governors had been amended.

Following the introduction of the School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 all Governors in place at 1 April 2016 needed to have an enhanced disclosure and barring certificate in respect of their role as a school governor in place by 1 September 2016.

Where a Governor had been elected or appointed on or after 1 April 2016 and did not hold an appropriate, enhanced criminal record certificate, the governing body must apply for such a certificate within 21 days of appointment.

Governors confirmed that they had agreed to implement the revised code of practice and the Headteacher would ensure that all governors were compliant with the new requirements.

**Headteacher**

## **CONCLUDING ITEMS**

### **20. Racist Incidents**

Governors noted that Form 2, relating to the academic year 2015/16, had been returned to the Local Authority Community Cohesion team.

### **21. Urgent Business**

There was no further business for discussion.

### **22. Dates of Future Meetings**

Governors agreed dates of future meetings as follows:

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

It was noted that the Chair would arrange an interim meeting during the course of the spring term.

There being no further business, the meeting closed at 8.15pm.

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

### **Termly Briefing Papers including:**

- **Draft Agenda & Briefing Notes**
- **Presentation – 2015 Achievement from Andy Johnson (Director of Education)**
- **Briefing Note – SEND Update**
- **Briefing Note – Policy Review Guidance**
- **Document – Ofsted – Safeguarding children and young people and young vulnerable adults policy**

\_\_\_\_\_ **Chair**

\_\_\_\_\_ **Date**

