

CORBRIDGE MIDDLE SCHOOL

GOVERNING BODY MINUTES AUTUMN TERM 2017

MEETING HELD ON TUESDAY 5 DECEMBER 2017 AT 5PM

PRESENT: Mrs A Harvey
Mr P Jewitt
Mrs J Adey
Mrs J Holmes
Mr P Latham
Mrs J Kennedy (Headteacher)
Mr D Johnston (Observer)
Mrs K Skinner
Mr M Swinney

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. Election of Chair

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

2. Election of Vice Chair

Mrs K Skinner was elected Vice Chair of Governors for the next academic year. Mrs Skinner made Governors aware that she would be unable to commit to the Chair's position in the future.

3. Apologies for Absence

Apologies were received and consent given for the absences of Mr M Warland and Mr G Langlands.

4. Membership Update

The Chair informed Governors of the following resignations from the Governing Body:

Mr P Maloney - Authority Governor.
Mr M Wharton - Parent Governor.
Mrs L Boyd - Associate Member.

Governors wished to record their thanks for their service to the school and the Governing Body.

Action by:

The following vacancies were noted:

Local Authority Governor

Co-opted Governor - The Chair proposed that Mr C Bruce be appointed as Co-opted Governor further supplementing a knowledge of education and independence - unanimously supported by Governors. Clerk to action appointment.

Clerk

Parent Governor - To advertise position ideally searching for an individual with HR skills. Mrs Harvey to action.

Mrs A Harvey

The Chair advised that Mr Langlands was unable to attend the majority of meetings due to work commitments. Governors recognised his valuable support to the Governing Body and wished for him to continue as a Governor of the school.

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

Mr P Latham - Co-opted - 31.01.2018.
Mr M Warland - Co-opted - 31.03.2018.

Governors agreed that both Mr Latham and Mr Warland be re-appointed for a further four year term of office. Clerk to action re-appointments.

Clerk

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.

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 subject to amendments noted below:

- 29 June 2017.

Amendments:

Page 4 - Item 8 - Finance and Facilities Committee Meeting - 26 June 2017 - Mr P Jewitt would act as Chair for the meeting during the absence of Mr G Langlands.

Page 6 - Item 15 - L Boyd to ensure governor visits take place as agreed.

7. Consider Minutes of extraordinary meeting held on 17 July 2017

Refer to Part 2 of Minutes.

8. 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 progress Co-opted Governor vacancy.
Governors agreed to appoint Mr C Bruce (refer to Item 4).

To arrange for SIP to attend Autumn term meeting.
Four Governors had met with the SIP at the last visit. Report to be shared with
Governors (refer to Item 13 - Headteacher's report).

Item 6 - To arrange Science subject visit.
Visit focusing upon enrichment undertaken instead - report to follow next term.

Chair

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

Item 9 - Staff Absence Data - to report on a group basis.
Completed - refer to Item 13 - Headteacher's report and F&F committee minutes
Item 10.

Spring Term Meeting 2017 - Item 13 - To consider revised redundancy
procedure.
To consider at Committee meeting during Spring term.

Committee

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

9. Other Matters Arising

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

10. Receive Minutes of Committee Meetings

Governors received the signed minutes from the following committee meetings:

Teaching and Achievement Committee - 19 October 2017.

Revised copy of minutes tabled at the meeting.

Action: Residential visit report - to be tabled at Spring term meeting. Chair to
action.

Chair

**Question - On Year 7 catch up - 33% of children not secure in writing at end
of Yr 6 are now secure end of Yr 7. How many were still not secure?
Headteacher - 2 children - Further tracking taking place into Yr 8.**

Finance and Facilities - 27 June 2017 / 10 October 2017.

Minutes tabled at the meeting. One error to be amended in minutes – *Action - Mr
Jewitt agreed to visit school to review contracts for the cashless system,
complete.*

Mrs Adey highlighted problems in obtaining data in relation to energy payments -
Enquiries sent off to S Bickerton but unfortunately no response to date. Situation
under review within committee.

HR Committee - 16 October 2017 (worked remotely).

Considered:

All teachers met performance objectives.

Review of Appraisal cycle - Spring term.

Agreed increase of banding for two teaching assistants.

Leadership Pay range for Deputy Headteacher amended.

One teacher progressed to Upper Pay range.
Noted - 75% of staff on Upper Pay range / 25% of staff on main pay scale - although seen as a real strength for the quality of teaching and learning it was recognised there was a financial vulnerability to the school.

11. 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.

The Chair stated that the Instrument of Government allowed for 13 governors - governors agreed that this remain unchanged.

The Chair proposed the formation of two committees instead of a three committee structure which was agreed by governors.

Committees:

Teaching and Achievement Committee.

Membership

Headteacher

K Skinner

M Warland

P Latham

C Bruce (to be confirmed J Holmes with C Bruce)

Chair

Resource Management Committee

Membership

Headteacher

P Jewitt

J Adey

M Swinney

A Harvey

Performance Management Committee

Membership

P Jewitt

Vacancy – J Holmes to discuss possible membership with M Warland

Chair

Terms of Reference which had been circulated were agreed for:

- Teaching and Achievement Committee
- Resource Management Committee.
- Headteacher Performance Management Committee.
- Delegation to the Headteacher.

12. TCLT and HLT update and next steps

Updates by Chair:

Tynedale Community Learning Trust

- AVEC - appointed as project managers.
- Muckles - appointed as legal advisors.
- Tait Walker - appointed as auditors for MAT.
- Board Members / Directors - in process of being appointed.

- Application still not considered by Headteacher's board.
Question – If academy orders received before Christmas when is final approval envisaged?
Chair - earliest April 2018.

Hadrian Learning Trust

- No feedback provided following period of consultation, despite requests from several schools including ours.
Question - How long before a response?
Chair - No feedback has to be provided as it was an informal consultation.

SCHOOL ACCOUNTABILITY ITEMS

13. Head Teacher's Report

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

- Data - Now available in SIP report (copy of SIP report -9th Nov 2017 tabled for information). Very positive - definitely narrowed the gap. Although the writing result for the pupils was significantly higher than national, the % at greater depth was lower than expected. This is now a target for 2018. Overall targets for KS2 in 2018 are Reading 84% (52), Writing 83% (50), GPS 85%* and Maths 95% (22). GPS up from 72% last year. Year 8 data - really positive.
Question – will the individual targets set, deliver the whole school results required for KS2?
Headteacher – Yes. There is a recognised vulnerability due to the high percentage of pupils with SEN in year 6, specifically a large proportion of pupils on the autism spectrum. These pupils will be well supported through the SATs process.
- SIP report - very thorough visit by SIP - Headteacher really pleased with outcome of report - describes school as being on the 'cusp' of outstanding. Noted in particular that the school had moved from Good to Outstanding for the effectiveness of leadership and management.
- Discussed amazing amount of high quality enrichment - M Warland focused his visit to the school upon enrichment.
Question – what impact is the quantity of enrichment having on staff workload?
MS/DJ/JK – enrichment activities are driven by curriculum planning, much of enrichment involved visitors to school rather than pupils out of school. The SLT are monitoring the impact of external trips particularly on staff coverage of all lessons.
- Numbers on roll - very positive.
- Attendance - above national average - close liaison with families where appropriate.
- Performance Management - Appraisal objectives updated - whole school targets are:

Objective 1 - Robust planning supports the consistent delivery of highly effective teaching.

Objective 2 - Our broad and balanced curriculum inspires children to learn. Whilst the third target is more focused on the teacher's own professional development, teachers are again encouraged to base this target around teaching subjects that are not their specialism if this is appropriate.

- Thanks were given to D Johnston for leading on classroom space project which came in under budget and has had a major impact on delivery of curriculum and interventions– Chair requested that thanks given to all other staff involved.

The Chair thanked the Headteacher for her report.

SEF - copy circulated with agenda papers for consideration. Included columns to record impact and external evidence for priorities.

Governors agreed to underwrite the priorities for 2017-2018.

Question - Page 3 - Would it be worth recording how many SEN children had been removed from the register?

Headteacher – information can be provided as a link.

14. Budget Update

Governors received and considered a written summary of the school's current budget position from the Headteacher and an up to date monthly budget report was tabled at the meeting for information.

Noted:

- The result of requests for cross charges between surplus and budget will be evident in December budget monitoring report.
- Downward trend in pupil numbers due to pessimistic forecast for year 5 entry in Oct 2018, 2019.
- Decisions awaited from Schools Forum with regards to funding formula model.

Governors noted that a revised operational budget for 2017/2018, along with an indicative budget for 2018/2019 and 2019/2020 would need to be submitted to County by 1 December 2017

Headteacher

Comment – NCC Budget monitoring system is not fit for purpose. SBM/Office Manager and Governors have to produce other reports and follow up with NCC to alleviate the inadequacies of the system.

15. Schools Financial Value Statement [SFVS] 2016/2017

Governors noted that the school's financial value statement 2016/17 would need to be completed and submitted to County by 31 December 2017. It was agreed that the SFVS document which had been previously circulated for information be adopted. Headteacher to action.

Headteacher

16. Governors' Reports

Governors received and considered the following governor visit reports:

- Safeguarding visit report - 9 October 2017.
- English visit report - report tabled at the meeting. KS was confident that the actions outlined in the Department Action plan would positively impact upon results for KS2 greater depth writing.

- Maths visit report - 15 November 2017 - report tabled at the meeting. The Chair specifically commented upon the very strong Maths Department – with capacity to provide support - confident that they would deliver targets that had been set for this year.

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

17. Policies requiring full governing body approval.

Behaviour Principles written statement - Agreed.

Child Protection Policy and Safeguarding Policy - Agreed. (Noted that Headteacher and Deputy Headteacher had attended refresher training).

SEN Report - Agreed.

Supporting Pupils with Medical Conditions - Agreed.

Appraisal Policy - Agreed.

LOCAL AUTHORITY REPORTS –

Copies of documents available to subscribing schools via personal learning accounts at: <http://ncclearningpool.com/>

18. HR Policies and Procedures

Governors noted that as they did not purchase their HR service through the County Council's HR SLA they would need to access advice and policy guidance from their own HR provider. New and revised advice available this term to those school who did buy into the SLA included information around:

- Pay Policy
- Appraisal Policy
- Agency Workers
- Leave of Absence
- Family Leave
- Resolving Grievances
- Time off for Training)

School's Grievance Policy - Considered and agreed at meeting.

CONCLUDING ITEMS

19. Urgent business

Governors discussed the following items of urgent business:

Ponteland Middle School Consultation Document - Consultation period to end 8 January 2017.

Governors agreed not to respond to the Consultation Document.

SEND Consultation due date 8th Dec - Delegated response to Headteacher/D Ricketts (SENDCo).

20. Dates of Future Meetings

**Headteacher
D Ricketts**

Governors agreed dates of future meetings as follows:

- Interim Meeting - Tuesday 23 January at 5pm.
- Spring Term 2018 - Tuesday 27 March 2018 at 5pm.
- Summer Term 2018 - Tuesday 26 June 2018 at 5pm.

There being no further business, the meeting closed at 7.15pm.

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

Termly Briefing Papers including:

- **Feedback on KS2, KS4 and KS5 results**
- **Progress with the National Funding Formula**
- **Joint Targeted Area Inspection - Children Experiencing Neglect**
- **General Data Protection Regulations**
- **Fire Safety in schools**
- **Governor Training - New arrangements with the NGA**
- **Ofsted update**
- **Developments in Governance Support - what would you like to see?**

Chair

Date