

CORBRIDGE MIDDLE SCHOOL

GOVERNING BODY MINUTES SPRING TERM 2017

MEETING HELD ON THURSDAY 23 MARCH 2017 AT 5.30 PM IN THE SCHOOL

PRESENT: Mrs L Boyd (Arrived at 5.50pm)
Mrs A Harvey
Mr P Jewitt
Mrs J Holmes (Chair)
Mrs J Kennedy (Headteacher)
Mrs K Skinner
Mr M Swinney
Mrs J Adey

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.

On opening the meeting, the Chair made reference to the recent tragic events in London and the value placed on democracy and the values in school.

REGULAR ITEMS

1. Apologies for Absence

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

Mr P Latham was also absent from the meeting.

2. Membership Update

Governors noted the current vacancy for Co-opted Governor. Governors felt that ideally the candidate to be appointed should have experience within education. The Chair had received an application expressing interest in the vacancy which was presently being followed up. The Headteacher would also contact the Diocese to ask if anyone would be interested in appointment and Mr Swinney would also

Action by:

**Chair
Headteacher
Mr Swinney**

make enquiries with a candidate who was considered suitable.

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.

The register of pecuniary interests was circulated at the meeting for review and update by Governors. Mrs Harvey would check and ensure that the school's website was up to date.

Mrs Harvey

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:

- **24 November 2016 (Termly meeting)**
- **31 January (Part II - Interim meeting)**
(It was noted that Mrs L Boyd had also been in attendance at the interim meeting).

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 - Chair to contact individual re 2nd Co-opted vacancy.
Noted - no further expression of interest - refer to Item 2.

Item 5 - Pecuniary Interests for Governors - to update school's website to ensure compliance with requirements.
Chair to update - Register circulated at Spring meeting for update - refer to Item 3.

Item 7 - School Voluntary Accounts 2015/2016 due for inspection.
Awaiting audited accounts. Deferred to Summer meeting.

Item 7 - To update Governor Training record.
Ongoing - Governors to update.

Item 9 - To present minutes of Finance and Facilities Committee (7.11.16) to next meeting of full Governing Body.
Completed.

Item 9 - Mr Langlands - to update Governors at Spring meeting re capital project for increased teaching space.
Ongoing discussion.

Item 12 - To arrange to invite SIP to summer term meeting of the Governing Body.
Headteacher to arrange - possibly Autumn term.

Item 13 - SIP - to reassign some objectives of the SIP due to the reduction in hours of the Assistant Headteacher.
Completed.

**Summer Term
Agenda**

Item 14 - To consider budget surplus and plans for additional learning space.
In progress.

Item 15 - Maths Link Visit Report (14.11.16).
Completed.

Item 18 - To populate Edubase system.
Complete.

Item 19 - DBS - To check that all Governors were compliant with the new requirements.
All complete except L Boyd - to complete.

PREVIOUS / ONGOING ISSUES:

To review TLR opportunities for 2016/2017.
2 TLR appointments made for Pastoral Leadership and 1 for Maths.

Headteacher to complete SEF.
Completed.

Milkwell Development.
Update - all legal agreements agreed and in place.

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:

Finance and Facilities Committee Meeting - 7 November 2017.

Further to the minutes. Governors received the annual Health and Safety Report for information.

Governors noted:

- Item 6 - Police rental arrears had now been settled.
- H&S Report - All accidents investigated thoroughly. Headteacher to check guards on machinery.

Teaching and Achievement Committee Meeting - 12 January 2017.

Governors noted:

- Mrs Adey to accompany the Chair to the Maths visit (refer to report - Item 11).

Headteacher

- Mrs Boyd to undertake visit focusing upon 'Ethos and Values' and to consider how well this is understood and embedded by pupils.

HR Committee Meeting - 13 February 2017.

Governors noted:

- Item 9 - The Headteacher had investigated the possibility of additional PPA time however budget restrictions would not allow this. Consideration would however be given to additional teaching time.
- The Chair informed Governors that two other Finance and Facilities Committee meeting had taken place however the minutes, at this stage, had not been agreed and therefore they would be tabled at the next meeting.

Chair

SCHOOL ACCOUNTABILITY ITEMS

8. 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 points:

Achievement - Mrs Skinner commented upon the very positive SATs results. In response to a question from the Chair, the Headteacher confirmed that she was happy with the maths attainment.

It remains a whole school priority to close the gap in the attainment of the Pupil Premium students. E Hamilton, the PP Leader from NCC had helped support the school with its PP strategy. The school had been tracking the attainment and progress of the pupils carefully and where intervention was in place the impact of this was also being monitored. The Headteacher commented that Maths attainment for PP students looked like 75% compared to 38% last year. However one PP child had just started and they were unlikely to achieve the expected level and therefore this could reduce the data target to 60%. One target was to make sure Yr 7 were at the expected level. Although it was unsure at this point if students would meet the expected level, they were making progress.

The Chair questioned what feedback had been received from external sources - The Headteacher commented that the SIP report had been very positive.

The Chair queried whether the option changes at QEHS would have an impact on the curriculum delivered at Corbridge. QEHS were to dramatically increase the provision for English, Maths and Science and reduce other subject areas. The Headteacher advised that Corbridge would continue to provide Food in Yr's 5,6,7 and 8 and may combine Technology with Computing.

The Chair asked if there were presently any concerns re attendance levels - particularly in Year 8. The Headteacher advised that there was currently one PP pupil in Yr 8 who is a non-attender and is currently receiving support from EOTAS. This affects the Yr 8 PP and SEND data.

The Chair questioned the current CPD for staff and its impact. The

Headteacher reported that CPD this year was focusing on stretching MA pupils. CPD this term had also included SEND training, Encompass training (support children who witness domestic violence), Success at Arithmetic training, Successful Leadership and Read/Write inc. Furthermore, the Headteacher referenced the SIP report - data would be reported and discussed at Committee.

The Headteacher was to advise staff that Lyndsay Hamilton had agreed to take up the post of Assistant Headteacher again.

The school was to sign up to the Employee Assistance Programme.

SIP Report - The Headteacher commented that the ratings had not changed - although there was more evidence that the school was moving towards 'Outstanding'. There had been some really positive comments made including the school having an outward facing approach.

The Headteacher was thanked for her report.

9. Budget Update

The Headteacher advised Governors that the current budget presently stood with a significant surplus. The school would have until the end of May to report to the LA its account for proposed expenditure to bring the surplus in line with limits that were allowed for carry over to next year.

A Governor questioned if a plan was in place to address the surplus amount?

The Headteacher advised that discussions were ongoing on ways at addressing additional capacity in school.

It was noted that the operational budget for 2017/2018 had been set and the budget was getting tighter. A point of discrepancy was to be clarified with the School Accountant.

Governors noted that the operational budget for 2017/2018, along with an indicative budget for 2018/2019 and 2019/2020 would need to be drawn up and submitted to County by 1 May 2017.

10. Receive National Funding Formula Consultation response

A copy of the school's response to the national funding formula consultation process had been circulated for information.

A Governor questioned when the school was likely to hear a response?

The Chair replied that this was not known.

11. Governors' Reports

Governors considered the following Governor visit reports:

Safeguarding Visit - undertaken by Mrs K Skinner on 19 October 2016.

Chair of Governors Termly Report.

English Visit - undertaken by Mrs K Skinner on 23 November 2016. The next visit had been planned to focus upon data analysis of each cohort with specific focus upon: PP/SEND/More able; review of English books and reflect on the removal of 'prep' books.

Mrs Skinner

English Visit - undertaken by Mrs K Skinner on 13 March 2017. (Focus - as recorded above),

Maths Visit - undertaken by the Chair and Mrs Adey on 14 November 2016.

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

12. Homework Policy

A copy of the Homework Policy had been circulated for information. There had been radical changes to the policy - staff had wanted to ensure that the quality of homework set was of a good standard. The overwhelming response from parents had been extremely positive. Consideration would be given to a review of the system in due course. Mrs Skinner would follow up on this in her visit next term.

LOCAL AUTHORITY REPORTS

13. HR Policies and Procedures

A number of template HR policies and procedures were in the process of being updated as part of the continuing improvements to the advice and guidance offered to schools and to take into account the latest changes to employment law and statutory guidance.

Recognised trade unions had been consulted about the proposed amendments and revised template policies and procedures would be circulated to schools during the course of the Spring term.

Redundancy Procedure

Governors noted that the parameters for determining statutory consultation periods had been changed. Where it is proposed to dismiss between 20 and 99 employees it is a legal requirement that a "section 188 letter" is sent to relevant trade unions at least 30 days before notice of dismissal is given. Where the proposed number of dismissals is less than 20 it is NCC's policy to provide equivalent written notification. In these cases the hearing body will allow a consultation period of at least 2 weeks.

For schools in a federation, or academies in a multi-academy trust, the aggregated number of redundancies across the federation (or MAT) should be used to determine whether the statutory consultation periods are triggered.

The revised Redundancy Procedure, supplementary guidance and timelines for redundancy processes for 1 September 2017 would be circulated via the ECourier.

Governors agreed that the revised policy would be referred to committee for consideration and adoption.

Committee

Keeping Children Safe in Education

The changes to Keeping Children Safe in Education, with effect from September 2016, had a number of implications in relation to criminal records and other pre-employment checks. These included the requirement to:

- Complete enhanced DBS checks for all school governors;
- Carry out prohibition from teaching checks not just for employees with Qualified Teaching Status, but for all those employed in a “teaching role”;
- confirm that where staff are provided via an agency that the appropriate pre-employment checks have been carried out for that individual

In light of these changes the relevant HR policies and procedures, including the Recruitment and Selection and Criminal Records codes of practice, would be reviewed.

It was now a requirement that the duties of the Designated Safeguarding Lead were specified in the individual’s job description. These duties cannot be delegated other than in accordance with the cover arrangements that the school has in place and the document provides guidance on the appointment of a Deputy DSL. In terms of training there is an expectation that, as well as completing the biannual training, DSLs (and their deputies) will receive regular safeguarding updates. These updates are described as “as required, but at least annually”.

HR were working with our L&OD team and safeguarding leads in Education and Skills to support schools with meeting the requirements and expectations of Keeping Children Safe in Education and evidencing this.

A further update and amended policies and procedures would be circulated via the ECourier during the spring term.

Governors agreed to note the changes and agree the amended policies and procedures when they were received.

Governors further agreed to ensure staff were aware of how new and revised policies affected them. The Headteacher agreed to take this forward.

HR CPD Programme for 2017

The HR CPD programme for 2017 had been circulated to all schools via the ECourier week commencing 16 January 2017.

Safer Recruitment training:

HR had recently increased the number of Safer Recruitment accredited trainers. Staff completed a train the trainer course ran by the Lucy Faithfull Foundation in November 2016. The first session for schools had been scheduled for 23 January 2017. Applications for future courses should be submitted via Learning Together.

Governors noted the contents of the 2017 HR CPD Programme for Schools and the arrangements for booking places.

CONCLUDING ITEMS

14. Urgent Business

There was no urgent business.

15. Date of Future Meeting

Governors agreed the date for the summer term meeting as follows:

- Summer Term 2017 - Thursday 29 June 2017 at 5.30pm.

There being no further business, the meeting closed at 7.54pm.

_____ **Chair**

_____ **Date**