

**CORBRIDGE MIDDLE SCHOOL**

**GOVERNING BOARD MINUTES - SUMMER TERM 2019**

**MEETING HELD ON THURSDAY 11 JULY 2019 AT 5PM IN THE SCHOOL**

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

**ALSO PRESENT:** Mrs H Pye (Clerk to Governors)  
Mr D Johnston  
Ms M Batchelder (For presentation)

**Prior to the meeting, Governors received a short presentation by Meryl Batchelder - Teacher Ambassador for the United Nations and First Accredited Climate Change Teacher in the North East. Meryl spoke passionately about 'The Global Goals for Sustainable Development' and gave examples of how these goals were being included within the delivery of the curriculum.**

**The Chair thanked Meryl for an extremely informative presentation.**

Mr Warland left the meeting.

**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 absence of Mr M Warland, Mr P Latham, Mr M Swinney, Mrs J Adey and Mr C Bray.

**2. Membership update**

Noted that Mr G Hunter had unfortunately turned down the offer of appointment as Co-opted Governor due to restrictions imposed by his workplace.

Co-opted Governor vacancy - position to be advertised. Nominations for consideration to be submitted to the Chair. The Chair confirmed that there was no specific shortage of skills area on the Governing Board presently but was aware that as Mrs Skinner had

*Action*

**Governors**

indicated that she would be standing down following a further academic year, Governors would need to consider replacing with educational / data skills set.

### **3. Annual Declaration of Interests**

The Registers of Governor and Staff Interests was circulated for completion by Governors and staff. The register would be updated by all parties and retained in school for audit purposes. Governor details would be published on the school website.  
Action: Headteacher to publish

**Headteacher**

Note: Governor attendance details was required to be published on the school's website for attendance at both full and committee meetings.

### **4. Declaration of Interest in Agenda Items**

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

### **5. Consideration and Adoption of Minutes**

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

- 26 March 2019

### **6. Action Grid**

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 confirm appointment of Mr G Hunter - Co-opted Governor.  
Refer to Item 2 - To advertise vacancy during the Autumn term. In the meantime, Governors to forward possible nominations for consideration to the Chair.

GB Meeting - 7.2.2019 - To consider response to New Ofsted Framework.  
Action completed.

GB meeting -7.2.10 - To identify from Percy Hedley research if there is any other work that can be done to support autistic pupils accessing English at greater depth.  
Action completed - Headteacher reviewed - Nothing considered relevant.

Item 6 - To consider possible presentation by pupils/Eco Group - Environmental Plan.  
Action completed - Presentation prior to meeting by M Batchelder.

Chair to contact S Aviston re artificial grass pitch installation.  
Refer to Item 14 - Summer agenda. (Comment - would want NCC to be contracting body).

Item 9 - To review Impact Plan to identify if any further actions are required to support meeting the objectives.  
Refer to Item 15 - Summer term agenda.

Item 13 - To report back to staff on findings of discussions with Governors - to lead a review with SLT.

Ongoing - staff recognise support from SLT.

Item 16 - To consider Environmental survey GDPR - review actions.  
Action completed - noted no further actions.

Item 16 - To discuss website compliance check.  
Action completed.

Matters arising from Autumn 2018 meeting:

To present full CPD report to T & A Committee for consideration.  
Note - Headteacher to present following appraisals in the Autumn term.

To seek the view of the LA as to whether the Staff Governor should have been exempt from Ofsted feedback meeting.  
D Cookson advised Headteacher - Not raised as an issue previously at other feedback sessions - advised to challenge inspector should situation arise again.

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

**Headteacher**

## **7. Other Matters Arising**

Governors discussed the following items:

Noted that the Resource Committee meeting held on 3 July had approved:

- Equality Information and Objectives Policy.
- Payment Policy.
- Lettings Policy.

Proposed increase in letting fee - comparable with other schools. Lettings Policy updated to reflect review of charges - letter to be forwarded to users.

Action: To consider Caretaker letting fees.

Noted feedback - current user may chose not to continue with future letting.

**Headteacher**

## **8. Committee Minutes**

Governors received the agreed minutes from the following committee meetings:

- Resource Management Committee - 21 March 2019.
- Resource Management Committee - 25 April 2019.
- Resource Management Committee - 3 July 2019 - minutes emailed separately prior to meeting - copy filed with agenda papers.
- Teaching and Achievement Committee - 12 March 2019.
- Teaching and Achievement Committee - 27 June 2019.

Noted from the minutes:

- Increase in pupil numbers resulting in positive impact to school budget - also results in challenges to teaching space.
- The Chair thanked all those involved in the campaign to attract extra children to the school - 17% increase in September - officially over capacity.
- A Governor questioned the result of the Appeals process for admissions - Children were awarded places.

## 9. Committee Membership, Delegation & Terms of Reference

Teaching and Achievement Committee - Terms of Reference.

Agreed current membership and terms of reference - to remain unchanged. Noted that it would be useful to appoint an education practitioner or a Parent Governor to the Committee over the course of the next year to fill skills gap due to future vacancy (as previously discussed).

Resource Management Committee - Terms of Reference.

Agreed current membership and terms of reference - to remain unchanged.

Headteacher Performance Management Committee.

Agreed current membership and delegated duties.

Delegation to the Headteacher

Action: Parameters of spending allocations to be agreed at Resource Committee.

**Governor Linked Responsibilities - Reviewed as follows:**

### School Development Plan Oversight

Milkwell Development - P Jewitt

Marking and Feedback - Teaching and Achievement Committee

Agreed: All other priority areas to be deleted.

Governor Responsibilities - to remain unchanged.

Safeguarding - K Skinner

Health and Safety - P Jewitt

SEN / Pupil Premium - C Bruce

Maths - J Holmes

English - K Skinner

Finance - J Adey

Staffing - T Weston

Careers - J Holmes

**Resource  
Management  
Committee**

## **SCHOOL ACCOUNTABILITY ITEMS**

### **10. Head Teacher's Report**

Governors considered the report from the Head Teacher that had been circulated prior to the meeting.

Issues highlighted / discussed:

Teaching and learning continues to be consistently at least good - judged outstanding by School Improvement Partner on 27.6.2019.

Predictions for attainment and progress at KS2 are significantly higher than national for all groups and cohorts - tabled data sheet - observations made:

- Reading down a little than anticipated - mirrored in other schools.
- Significantly higher than national average in reading, writing and maths
- Writing based upon teacher assessment.
- Pupil Premium data - delighted with outcomes - PP children above those achieving national average. Successful interventions in place to support PP

children.

- Headteacher to analyse data for gender gaps. Appears that girls have performed better than boys.

Questions arising from information:

Are there EAL children in school?

Yes

Has a comparison in data been undertaken in relation to progress since KS1?

Not as yet.

The Headteacher remarked how this had been an incredible year for the school with some amazing individual successes with children. It had also been an amazing year for the staff topped off by a successful Ofsted. The SIP had commented that school was really making a difference and parents acknowledge this. Governors were particularly appreciative of the Headteacher and SLT in covering staff absence.

Noted - to prepare for future Ofsted re-visit.

The Headteacher was thanked for her report.

## 11. Budget Update

Budget considered at Resource Management Committee meeting. Noted:

- Current in year surplus.
- To review budget monitoring system in line with revised format of accountancy reports.

Governors noted that the operational budget for 2019/2020, along with an indicative budget for 2020/2021 and 2021/2022 had been drawn up and submitted to County by 1 May 2018.

**Resource  
Management  
Committee**

## 12. 2018/2019 SEF & School Impact Plan

Copy of SEF and Impact Plan previously circulated - discussed progress in relation to targets and specific actions against individual targets. Currently on track - achieving what school had set out to achieve.

'Show Racism the Red Card' - the Chair observed that this had not been included?  
Headteacher - to consider work in relation to this issue.

The Chair questioned whether the Headteacher was satisfied with the quality on monitoring and evaluation in school.

Yes - evidence in place to support monitoring and evaluation process.

**Headteacher**

## 13. Curriculum Intent

Discussed new Ofsted Framework - trying to ensure that children get a broader and balanced curriculum. Inspectors would question why the curriculum is what it is and why particular topics are taught. At Corbridge the curriculum is designed so that pupils strive to be successful learners, who enjoy learning, make progress and achieve; confident individuals who are able to live safe, healthy and fulfilling lives and responsible citizens who make a positive contribution to society. The school is clear about its vision and values which can be articulated by all. Curriculum Intent needs to

ensure that staff teach what is included within the vision for the school. Curriculum Intent statement circulated for information.

Question - staff were confident about the school values - what was the school doing to ensure that children too were confident?

Discussion - PP conference attended by Headteacher - inspiring speaker who spoke about being a confident individual - oracy skills deemed an important part of this - school to include oracy skills as a priority for next year.

Question - With reference to earlier presentation 'The Global Goals for Sustainable Development' - was the school to express its support of this?

Headteacher - Need staff CPD in place and then move to embed across the curriculum. A decision would then be made as to future direction.

Comment re website - Ethos/Vision/Values - section focuses upon financial sustainability - to consider adding information about sustainable development. Headteacher to action.

**Headteacher**

#### **14. Artificial Grass Pitch Consultation**

Copy of consultation document previously emailed for information - Results of Artificial Grass Pitch.

Arising from discussion:

- Confirmed that Section 77 for disposing of strip of land had been approved on 8 July 2019.
- The Chair had sent a letter of thanks to G Opperman and Office for such a quick response/decision.
- Legal Agreements - All sorted and hoping to get 'signed off' and exchanges of monies made - £450,000 to be transferred to the school - No requirement on the school to spend the allocation within a specific timeframe.
- Page 4 - \* Key questions for the governing body - Agreed to consider at Autumn term interim meeting (see below)
- To consider feedback to staff/children and to release a statement to the Community advising of outcome/s.

**Autumn  
term-Interim  
meeting**

#### **\*Key questions for Governing Body:**

1. Once in a lifetime private investment in school facilities and Corbridge, is this the best way to spend £450,000?

2. Does an AGP fit with our school ethos, vision and values and curriculum intent?

3. How much should the needs of the local community be taken into account?

4. Are there alternatives/adjustments to the proposal that could be made to support consultation responses? eg

- explore sustainable developments in AGPs
- overhaul of two current sports pitches with increased maintenance to provide 12 hour usage per week for each pitch with re-siting of mobile classroom to free up yard space and re-design/re-siting of cage with floodlights and rabbit fencing around site
- other major investment in school that have already been identified eg science lab
- redesign of rest of school site to support curriculum intent
- create access to bottom field so can be used at break time and lunchtime during good weather

### **Proposal for how we move forward?**

1. Reflect on responses to consultation – no need to rush into any decision
2. Clarify curriculum intent for CMS
3. Share results and current position of governing body with stakeholders
4. Identify need from facilities at CMS and Corbridge as a whole to decide a way forward.

### **15. Proposed whole school objectives for 2019/20**

Document tabled outlining proposed whole school objectives for 2019/2020.

Objectives included:

- Embed new marking and feedback policy so that staff are able to maximise the progress and support for pupils whilst reducing staff workload.
- Improve the communication skills of specified pupil group in order that they may be successful learners and confident individuals.
- Ensure whole school curriculum supports the CMS curriculum intent.
- Work effectively with external bodies so that Milkwell development has a positive impact upon the school and local community.

Questions / observations:

- Milkwell - Check with school vision as to where school is now/ consider introducing reps through the school council.
- Communication skills - could the goal be broader rather than specific groups.

### **16. Safeguarding - September 2019 update to Keeping Children Safe in Education - Sign Part 2 of KCSIE 2019**

Reference made to the new 'Keeping Children Safe in Education' document from September. Governors noted the requirement for them to read Part 2 of the document and then sign to confirm that they had done so - to advise Mrs Harvey who would maintain a record of signatures.

**Mrs Harvey**

### **LOCAL AUTHORITY REPORTS**

#### **17. SIP Report**

Noted - awaiting report from SIP - very positive meeting. Headteacher to circulate report when made available..

**Headteacher**

#### **18. Ofsted Governance Fact Sheet**

Factsheet circulated for information. Noted that all inspections would be for 2 days under the new framework.

#### **19. Governor Behaviour Protocol**

Governors noted the new draft protocol that had been prepared for consideration by the Governing Board and agreed to adopt this. It was agreed that a copy would be given to each new Governor as part of their induction procedures in addition to the Governor Code of Conduct.

## 20. GDPR Update

Governors noted the latest update in respect of the General Data Protection Regulations and planned work to be undertaken during the course of the term including a new permission letter for Parents and instructions on how to carry out a Data Protection Impact Assessment for new data processing systems. The current Data Protection Officer is Helen Pye.

## 21. Urgent Business

Chair - Update re Northumbria University Project - to circulate information.

'The Lion King' - Tremendous production. Governors wished to formally record their thanks to everyone who took part for all of their hard work.

## 22. Future Meetings

Governors agreed dates of future meetings as follows:

- Autumn Term 2019 - Thursday 21 November 2019 at 5pm.
- Spring Term 2020 - Tuesday 17 March 2020 at 5pm.
- Summer Term 2020 - Thursday 18 June 2020 at 5pm.

On closing, the Headteacher thanked Governors for their valuable support to the school throughout the course of the year. The Chair too expressed her appreciation to all for their continued support.

There being no further business, the meeting closed at 7.12pm.

**INFORMATION ITEMS - Governors noted items available to the Chairs' and Vice-Chairs' meetings:**

**Termly Briefing Papers Including:**

- **NCC Annual Report**
- **New Ofsted Framework**
- **Cultural Governors**
- **Mediation Briefing Note**
- **HR Briefing Note**
- **Succession Planning**
- **North of Tyne / Opportunity North East**

**Chair**

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

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



## **PART 2 (Classified Confidential)**

Matters discussed in this part of the agenda were classified as confidential and minuted as such. Any reports circulated with the agenda papers were enclosed for Governors only, coloured pink and marked “not for publication”.