

CORBRIDGE MIDDLE SCHOOL

GOVERNING BODY MINUTES SPRING TERM 2019

MEETING HELD ON TUESDAY 26 MARCH 2019 AT 5PM IN THE SCHOOL

PRESENT: Mrs A Harvey
Mr M Warland
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
Mr C Bray

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

An apology was received and consent given for the absence of Mr P Jewitt.

2. Membership Update

Mr Bray, recently appointed as Co-opted Governor, had been welcomed to the Governing Body at the previous interim meeting.

Governors noted the appointment of Mrs J Holmes as Authority Governor.

Co-opted Governor Vacancy - Information in support of nomination shared with members. Governing Body agreed to appoint Mr G Hunter as Co-opted Governor. Action: Clerk to confirm appointment.

Action by:

Clerk

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.

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:

- **4 December 2018** (Termly Meeting) - Noted correction to name - Item 10 - Responsibility areas: Curriculum/Mental Health - Mr M Warland.
- **29 January 2019** (Interim Meeting).
- **7 February 2019** (Governing Body 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 - Membership - To confirm re-appointment of Mrs M Harvey.
To submit nomination for Mrs J Holmes as Authority Governor.
To confirm appointment of Mr C Bray as Co-opted Governor.
Chair - to circulate advert inviting expressions of interest for remaining Co-opted Governor vacancy.
All actions completed.

Item 7 - To [produce 'in-house' finance due diligence report for Governors.
Agreed to delete action.

Item 7 (9) - To highlight changes to policy: Administration of Medicines in school.
Action completed.

Item 7 - Reducing Teacher Workload - to circulate link to Governors to access video.
Action completed.

Item 7 - To record actions from interim meetings on Action Grid.
Action completed.

Item 11 - To present full CPD report to T & A Committee for consideration.
To action - Summer term committee meeting.

Item 12 - View of LA as to whether Staff Governor should have been exempt from Ofsted feedback meeting.
To action: Clerk to raise query with D Cookson.

Item 18 - GDPR - to undertake environmental survey - report to Governors.
Action completed - tabled at meeting.

Summer term

Clerk

Item 19 - To discuss communication / promotion of the school.
Governors to notify Headteacher of points of contact.
Work undertaken - positive response from parents.

Interim Meeting - 29 January 2019

Item 4 - Vision for school - Update by Headteacher - Work in progress.

Governing Body Meeting - 7 February 2019.

Item 7 - New Ofsted Framework response deadline 5 April 2019 - Update by Headteacher - Work in progress - spoke about 'no notice' inspections (same day) / internal school data not to be examined in future.
K Skinner/M Warland/M Swinney - to look at response by end of the week.

**K Skinner
M Warland
M Swinney**

KS2 SATs Update - Action: JK to identify from Percy Hedley research if there is any other work that can support autistic pupils accessing English at a greater depth.

Item 9 - 'Knowing our School' - All completed except Mr Bruce.

Item 10 - Resilience / Sustainability work - Northumbria University Project work - To be presented to Governors in May.

To present in May

CFS / BFS - to progress executive Headteacher appointment. JH to forward communication to all Governors - Actioned.

Future expansion with other schools - Noted meeting with The Sele not yet taken place.

Item 11 - NCC MAT proposal - JK/JH - to inform W Daley and A Johnson of Governing Body response - Actioned.

Item 12 - Reference made to speech by Damien Hinds highlighting a new framework for building character in pupils. Action Governors to read the speech transcript. Confirmed that this had been received by Governors.

6. Other Matters Arising

The Governors discussed the following items:

Discussions with other schools - refer to minutes of governing body meeting held on 7 February 2019.

Northumbria University - Visit by 4 students.

Milkwell - Update - Legal documents all signed off / waiting for DfE to see if they will approve disposal of land.

Children protested against the removal of trees/hedges. Miller Homes happy to come into school to present overview of development as part of an assembly and

discuss sustainability with children/Eco Group. Chair may ask Eco Group to present their ideas to the next Governing Body meeting.

Chair

Chair to contact S Aviston re NCC requirements of artificial grass pitch installation.

Chair

7. Receive Minutes of Committee Meetings

Governors received the following committee meeting minutes:

Resource Management Committee - 12 February 2019.

- Question re position of flat roof replacement.
Meeting to be held imminently - plan is to replace all flat roof for school from entrance/dining and main hall to corridor, toilets, cloakrooms and art/DT room. Test samples taken across the building to confirm no asbestos present.
- Sugar Tax update - NCC unsure as to whether the fund will continue. DfE guidance only stated funding for 18/19.

Also received:

Information Report - 12 January 2019.

Review of Appraisal Cycle.

Annual Health and Safety Report for Governors.

Teaching and Achievement Committee - 12 March 2019.

Noted - Minutes not yet approved by Committee - to be tabled at a later date.

Discussion re work in progress - Marking and reducing teacher workload.

8. Headteacher's Report

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

Issues discussed/arising from the report:

Attainment Data - Question - Why gap in attainment?

KS2 SATs - recognise that there will be a gap between the attainment of this cohort of PP pupils and the whole cohort - working hard to ensure that they make greater progress so that the gap continues to narrow - particular issues with Maths.

Discussed approaches to eliminate any high attaining gender difference across the school - data suggests that there will be no gender gap in reading in Y8 this year as expected - there are still differences in attainment in the other year groups. Significant work being undertaken with Y8 in reading - plan to set up boys reading club after Easter.

Feedback from external sources - Copy of Ofsted letter attached dated 17 December following short inspection. Copy of Local Authority SIP report following visit on 5 February 2019 received for information. In particular the SIP, at the

request of the school, had undertaken lesson observations to look at pupils' oracy and verbal communication skills. (Inspectors had left the school with this as an area for improvement after the Section 8 inspection however neither the SIP or the school leaders had seen evidence of any deficit). A Governor questioned whether anything had been said to the children in relation to them being unusually quiet during the inspection visit? During the lesson observations the SIP had remarked that the children had been actively listening and therefore the school should just continue as normal.

SEND Review undertaken for provision for a Band 4 SEND pupil - positive outcomes. Recommendation was to review Band 4's every term - D Ricketts felt that this was already in place. Headteacher and D Ricketts met with N Taylor (SEND Team) 26.3.19 to discuss examples of good practise. Noted that SEND Review 14.3.2019 would not be tabled due to GDPR restrictions.

This term the school had been part of a national trial of mental health lessons for Y7 and Y8 pupils by the Anna Freud charity.

Admissions - 354 pupils on roll - continue to have pupils who join the school mid year. There had been many tours of the school recently with more planned.

Attendance - DJ monitors attendance very closely - procedures are robust. Two pupils currently on a flexible timetable and receiving help from outside agencies. The attendance of PP and SEND pupils is monitored particularly carefully. Continue to work to agreed protocols across the partnership. Question - are late arrivals an issue? Not specifically - only 2 cases - 1 now attends Breakfast Club.

Staffing Update - R & M Committee agreed to appointment of Librarian - to commence after Easter.

Staff Wellbeing - currently having a 'staff wellbeing week'. Question - has there been any other work following the staff survey in relation to workload? Results were summarised - Appendix 5. Presently trialling new reporting system to parents which will hopefully radically reduce teacher time and give better feedback to parents. Comment made in relation to too little teamwork - no action at this time.

Self Evaluation and Impact Plan 2017-2019 - circulated for information - Chair wished to congratulate staff on their efforts. The Chair did remark that she had some concerns re disadvantaged pupil progress but indications from the plan were that actions highlighted were progressing. Headteacher agreed to review Impact Plan to identify if any further actions are required to support meeting the objectives.

The Headteacher was thanked for her report.

Headteacher

9. Budget Update

Financial commentary for the period ending January 2019 received for information. Noted - spending is in line with budget predictions.

10. 2019/2020 Approved Budget

Four year budget plan tabled for information - shows growing in year deficit. Work to be undertaken in Autumn 2019 for next round of budget projections. Noted - increase in Teachers pensions - extra funding received.

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

11. School Fund Account 2016/2017

Governors received a certified statement of the School Voluntary Account.

12. School Fund Account 2017/2018

Noted - awaiting accounts from Auditor - to be presented to a future meeting.

13. Governors Reports

- Reflection on Knowing Your School visits.

Summary of discussion by Chair:

A few meetings left to arrange – (C Bruce and staff who were absent). Governors found the process very useful in meeting with all staff and understanding more about what staff do and how the ethos and values of the school impact on their work and feelings about their role. JK commented that some staff had felt challenged by some of the lines of enquiry and recommended that if the process were to take place again in future that more thought may need to go into the mechanism of enquiry. JH confirmed that it was not intended to become a regular occurrence, but a snapshot in time, with many new governors on board and further reflection post Ofsted.

Key themes from discussion:

What are staff proud of?

The school is child centred, with a strong and caring culture. Strong belief that the staff are an inclusive team. Really proud that the school is gaining regional and national recognition and achieving such a positive Ofsted outcome.

Any aspects of job not meeting staff expectations?

Support (associate) staff would value being included in the appraisal process which is available to teaching and teaching support staff. This would enable a

formalised process to discuss career aspirations, development opportunities and how fulfilling their job is.

Do staff feel listened to, engaged in the life of the school and respected by all stakeholders?

Really positive feedback from everyone. Feel especially valued by the senior lead team and enjoy the teamwork from supporting the whole school. Support staff enjoy spending time with teachers so that they understand more about what is happening with pupils.

Which wellbeing initiatives are valued?

Consensus was that anything that shows the school cares about wellbeing is appreciated. Specifically:

- like the idea of the wellbeing week but the work still needs to be done at some point
 - love having fruit, chocolate, cake etc
 - really enjoy the daily mile, opportunity for some fresh air but also can develop different relationship with pupils
- Other ideas were:
- obtain more Employee Assistant Program leaflets to have available for staff
 - would like some afterschool activities like yoga, dance, table tennis, football, possible day trip (National Trust)

Do you feel positively challenged by your job?

Overwhelming view that yes, staff do feel positively challenged with the focus on doing the very best for all pupils within the school. Staff appreciate DJ considering requests for non-contact time when there are specific projects or pieces of work requiring completion.

Impact of the school values on the day to day jobs of staff

Staff are able to say what the four values are of the school. The values are not hidden in a filing cabinet but used daily. Many teachers confirmed that the values help them in their teaching practice. JK commented that values do live and breathe in everyone at school which is not the case in many schools. Staff also commented that the Senior Lead Team obviously lead the school with these values in mind so that everyone feels cared for and respected but held to account for their areas of responsibility.

Is there one thing you would like to change?

Comments were made as follows:

- further control of rabbits required to ensure playing fields were safe to use for all pupils
- reassessment of space requirements needed, especially space for intervention work which has been increasing
- greater understanding of how SEND pupils are supported across the Hexham partnership of schools. This would allow staff to support our own pupils better and identify any potential synergies.

- review of how to prevent dirt/mud being brought inside school – creates extra work for cleaning staff, especially on Friday afternoon.
- further development of a plan to minimise the environmental impact of the school

Conclusion

Governors had found the process most useful. All staff were positive and showed great commitment to our pupils and the success of the school. The Senior Lead Team were praised for their commitment to reducing workload and considering staff mental wellbeing. A couple of quotes from staff:

“Applying to work at CMS was the best decision I have ever made.”

“Can’t praise the leadership team enough – feel respected, supported and appreciated which all makes a difference to my personal wellbeing.”

What next?

It was agreed that:

Mark Swinney will report back to all staff on the findings of our visits.

Jane Kennedy will lead a review of this summary with the senior leadership team to identify any further actions required and report back to the appropriate committees. Assess the workload of the SLT and whether any changes are required.

Jo Holmes to source more leaflets from the Employee Assistance programme.

Eco Group to meet with governors at summer term full GB meeting to share thoughts on a whole school environmental plan.

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

14. Health and Safety Policy + other school policies

Health and Safety Policy - approved.

Policies uploaded to Google Drive - Reviewed and approved.

LOCAL AUTHORITY REPORTS

15. Complaints Procedures

Governors noted the revised Complaints Procedure that had been prepared for consideration following the publication of revised guidance from the department for Education. Changes included:

- Revised timescales
- Complaints campaigns
- Introduction of optional mediation
- Glossary of Roles & Responsibilities

M Swinney
Headteacher

Chair

Governors agreed to adopt the revised procedure (Headteacher to finalise) and publish on the school website.

16. General Data Protection Regulations

Governors noted the latest update on the General Data Protection Regulations and the work that would be undertaken during the Spring Term through the SLA, including:

- Environmental Health Check
- Retention Schedule - available electronically
- Flow Charts - Subject Access & Data Breaches - available for posters
- Full Website Check with GDPR Focus

Actions:

Teaching and Achievement Committee to consider and review actions.

Website Check - DPO to discuss with Headteacher.

T & A Committee

**DPO
Headteacher**

CONCLUDING ITEMS

17. Urgent Business

There was no urgent business.

18. Dates of Future Meetings

Governors agreed dates of future meetings as follows:

Full Governing Body

- Summer Term 2019 - Thursday 27 June 2019 at 5pm.

Interim Governing Body

- Summer Term 2019 - Tuesday 14 May 2019 at 5pm.

RM Committee

- Thursday 25 April 2019 at 1.30pm.

T & A Committee

- Tuesday 4 June 2019 at 5pm.

(Agreed that all evening meetings would commence at 5pm).

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

_____ **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'