

CORBRIDGE MIDDLE SCHOOL

GOVERNING BOARD MINUTES - AUTUMN TERM 2018

MEETING HELD ON TUESDAY 4 DECEMBER 2018 AT 5PM IN THE SCHOOL

PRESENT: Mrs M Harvey
Mr P Jewitt
Mrs J Adey
Mr C Bruce
Mrs J Holmes
Mr P Latham
Mrs J Kennedy (Headteacher)
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

Action

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 re-elected Vice Chair of Governors for the next academic year.

3. Apologies for Absence

Apologies were received and consent given for the absences of Mr M Warland, Mr D Johnston and Mr T Weston.

Noted: Resignation of Mr G Langlands as Co-opted Governor.

4. Membership update

Governors noted that the terms of office for both Mrs J Holmes and Mrs A Harvey (Co-opted Governors) would come to an end on 19.1.2019.

Governors agreed:

- To re-appoint Mrs A Harvey for a further four year period.

Action: Clerk - to confirm re-appointment

- To support the appointment of Mrs J Holmes as Authority Governor.
Action: Clerk to submit nomination to LA for appointment.

Noted - Co-opted Governor vacancies (2 - to replace Langlands and Holmes).
Governors agreed:

- To appoint Mr C Bray as Co-opted Governor.
Action: Clerk - to confirm appointment
- To circulate advert inviting expressions of interest in the remaining Co-opted vacancy.
Action: Chair

5. Declaration of Interest in Agenda Items

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

6. Consideration and Adoption of Minutes

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

- 26 June 2018.
- 18 October 2018.

7. 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 discuss Mr Langland's appointment as Associate member.
Noted Mr Langland's resignation from the Governing Body - to serve in an advisory capacity as and when required.

Item 2 - Skills Audit - to return google form by 10 July 2018.
Action completed - No gaps identified in skills - All Governors actively engaged.

Advertise vacancies in Inspiring Governance and Corbridge Matters.
Chair to action - to advertise vacancies on Facebook.

Item 3 - to update register of governor and staff interests.
Action completed.

Item 7 - To oversee production of an 'in-house' finance due diligence report for Governors.
Action: Headteacher to discuss with Helen Stoker. Mrs J Adey to join meeting.

Mrs Skinner to attend meeting at Beaufront First School on 10 July 2018.
Meeting with Headteachers of mini partnership.
Action complete - Headteacher and Chair met - discussed at Interim meeting.

Item 9 - To review policy: Administration of Medicines in school.
Action: To hold until next term - Headteacher to highlight changes to policy.

Reducing Teacher Workload - To circulate link to governors to access video.

Action: Chair to send link

Item 13 - Serial and Persistent Complainants - to consider draft policy.

Action completed.

Item 14 - to review Alcohol and Substance Misuse Policy / Carers in Work Policy / Sickness Absence Policy.

Action completed.

Note: Actions from Interim Meetings to be recorded on termly Action Grid.

Action: Clerk

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

8. Other Matters Arising

Governors discussed the following items:

- Teachers' Pay Rise - Noted - To receive grant from DfE to fund increase in expenditure. Question - Was this a one off?
- Pension Scheme - Noted - Nationwide 7.1% increase. Funding expected towards this.
- Change of HR SLA - Noted - Historical error in how pay awards were awarded to staff. 4 members of school staff affected. Extra cost to the school - £800.
- Additional Government Funding - 'Little Extras' - School anticipating approximately £20,000.
- Milkwell Development - Update from P Jewitt. Meeting held on 14 November (Chair/D Johnston/ P Jewitt/ NCC representative/Strakers/Millers and Gladmans) - Discussed ongoing issue re car park. Other matter under discussion - funding for pitch. Awaiting final draft.
- Resilience Programme - update - discussed 'Due Diligence' - schools in partnership joined in project with Northumbria Business School - Key Objectives: Efficiencies in office admin / Income Generation / Leadership and Governance. Chair / Headteacher to meet with Andy Johnson and Sue Aviston on 17 December to update re Resilience Programme.
- Forum for the Future - Chair and Headteacher met with other partnership schools - Action: to produce document re collaborative working in Hexham Partnership. Further meeting to be held on 11 December. Chair written to Chair of Corbridge First School to explore possible federation.
- Question - Was there any further update on how the Diocesan MAT was progressing? Noted - this was not presently on the agenda for consideration by Church schools within the Hexham partnership.
- National Funding Formula: Update plus 2019/2020 Consultation Paper circulated at meeting for information. Update from Headteacher (member of Forum) in relation to SEND funding. As a result of discussion Governors agreed to respond to the consultation questions as follows:

Consultation Question 1 - Do you support the decision of Schools Forum to agree the transfer of up to 1% of Schools Block funding to the High Needs Block for 2019/2020.
Governor Response: No.

Consultation Question 2 - Do you support the view of Schools Forum to try and provide stability in 'per pupil' funding when calculating the values used to distribute Schools Block funding for 2019/20. In practice this would mean seeking to minimise any changes to the respective formula funding values, subject to the total available funding.
Governor Response: Yes.

9. Committee Minutes

Governors received the agreed minutes from the following committee meetings:

- Resources - 27 September 2018.

Arising from the minutes:

Governors noted actions arising from the minutes - record included on Action Grid.

Noted - Item 20 - Debt Policy to be reviewed.

Governor questioned transport problems in Whittonstall - Headteacher updated re issue - trying to get speed restrictions implemented - No progress as yet

- Teaching and Achievement Committee - 6.11.2018.

10. Committee Membership, Delegation & Terms of Reference

Governors considered committee membership, delegations arrangements in respect of the Head Teacher and terms of reference for committees.

It was agreed that no changes were required.

The Headteacher commented how the present structure was working well.

School Development Plan Oversight
Responsibilities reviewed as follows:

Curriculum/Mental Health - Mr M Warner

Milkwell Development - Mr P Jewitt

Resilience - Mrs J Adey/Mr T Weston

Staff Workload and Wellbeing - Mr M Swinney

Governor Responsibilities - Changes:

Safeguarding - Mrs K Skinner (Mrs J Adey to shadow).

11. Head Teacher's Report

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

Behaviour and Safety - The Chair questioned the high proportion of misdemeanours for boys in Year 5.

MS explained that this was due to a reshuffle.

Attendance - data for attendance, including persistent absence, is better than national.

Discussed gap between disadvantaged and rest of cohort - Ofsted noted, to keep a check on

this. Attendance closely monitored by DJ - attendance tracked and progress through school.

Chair questioned CPD throughout school - more detailed report available. Chair recommended that full report be presented to Teaching and Achievement Committee for consideration.

Action: Headteacher

Report circulated for information:

Enrichment Project - CREST Awards - Pupil Voice.

Arising from the report -

- Noted Actions.
- Noted very positive feedback from Ofsted Inspection re impact of project.

The Headteacher was thanked for her report.

12. School Improvement Partner Report

Governors received the report from the School Improvement Partner - J McGrane - visit held on 5 October 2018. The Headteacher commented that this report had been a really useful resource during the inspection process.

Governors questioned when the Ofsted inspection report might be received? Anticipated that this would be during the week commencing 11 December 2018.

The inspection in particular had highlighted the strengths of the school including:

- The narrowing of the gap with disadvantaged pupils.
- Assessment and Marking feedback.

It was questioned whether the staff governor should have been exempt from the feedback meeting? What would the LA view on this be?

Action: Clerk

Documentation tabled at the meeting:

Self Evaluation and Impact Plan - 2017/2019 - Approved by Governors.

13. Budget Update

Governors received and considered the financial commentary for the period ending September 2018. Mrs Adey advised that expenditure figures were tracking well against the budget set - there were no significant variations.

Note:~Revised operational budget for 2018/2019, along with an indicative budget for 2019/2020 and 2020/2021 to be drawn up and submitted to County by 1 December 2018.

14. Indicative Budget

Budget Summary tabled for information - copy filed with agenda papers. Noted in year surplus £110,815 (18/19). Predicted overspend by 20/21 of -£122,806. Further investigation was to take place - if figures were as predicted then staffing could not be maintained. Governors discussed the need to fill up school places - to send out positive message to parents.

The Chair questioned the significant increase in expenditure?

The Headteacher explained that a significant change to funding would impact on this.

15. Schools Financial Value Statement [SFVS] 2017/2018

Governors noted that the school's financial value statement 2017/18 had been reviewed, signed off by the Chair and submitted to the LA.

16. Governor's Reports

Governors received and considered the following governor reports:

- SEND - 11.10 2018
- Safeguarding - 3.10.2018
- English - 7.11.2018
- Maths - 12.7.2018
- Maths - 7.11.2018 - Noted that the Chair would table this report at a future meeting.
- Pupil Premium - 15.6.2018.

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

Comment - Safeguarding Review - Should NCC representative / SIP be invite to be involved in this?

17. HR Update

- Pay Awards Reconciliation - Received for information.
- Termly Newsletter - Received for information.

18. GDPR Update

Governors received an update from their Data Protection Officer in respect of the introduction of the new General Data Protection Regulations.

Governors noted that the school had been supported to undertake a full GDPR audit and to produce privacy notices for publication on the school's website.

Governors further noted that a GDPR environmental audit was to be scheduled and a report following this would be made available to the next meeting.

Action: Clerk/DPO

19. Urgent Business

Governors discussed the following item of urgent business:

- Communication / Promoting the school.

Action: Headteacher/M Swinney

Governors to notify Headteacher of points of contact.

20. Future Meetings

Governors agreed dates of future meetings as follows:

Full Governing Body:

- Spring Term 2019 - Tuesday 26 March 2019 at 5pm
- Summer term 2019 - Thursday 27 June 2019 at 5pm.

Interim Governing Body:

- Spring Term 2019 - Tuesday 29 January 2019 at 5.30pm.
- Summer Term 2019 - Tuesday 14 May 2019 at 5.30pm.

RM Committee:

- Tuesday 12 February 2019 at 9.15am.
- Thursday 25 April 2019 at 9.15am.

T & A Committee:

- Tuesday 5 March 2019 at 5.30pm.
- Tuesday 4 June 2019 at 5.30pm.

There being no further business, the meeting closed at 7.22pm.

INFORMATION ITEMS

- **Results Update**
- **The Importance of Trade Unions**
- **SEND Update**
- **An Introduction to National Leaders of Governance**
- **Ofsted Update**
- **SEND Governance Review**
- **Briefing Note - Governor Gmail**
- **Briefing Note - SEND Feedback**
- **Briefing Note - Section 128 barring directive**

**Presentations and supporting information shared with Chairs/Vice Chairs at the termly briefing sessions are available in the governance pages at:
northumberlandeducation.co.uk/governors**

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”.