

**CORBRIDGE MIDDLE SCHOOL**

**GOVERNING BODY MINUTES SPRING TERM 2015**

**MEETING HELD ON THURSDAY 19 MARCH 2015 AT 5.30 PM IN THE SCHOOL**

**PRESENT:** Mr M Potter  
Mr M Warland  
Mr P Latham  
Mrs J Kennedy (Headteacher)  
Mrs S Kuznesof  
Mr C Chomse (Arrived Item 4)  
Ms D Garrett  
Mrs J Holmes (Chair)  
Mrs D Ricketts  
Mrs A Harvey  
Mr A Neal

**ALSO PRESENT:** Mrs H Pye (Clerk to Governors)

**PRESENTATION**

**Prior to the meeting, Governors received a presentation from the Headteacher focusing on safeguarding and Esafety. Information for parents in addition to the school policy was available online. Governors were requested to complete online training on the Moderngovernor website entitled Safeguarding, The Governor's Role and School Governors and Social Media.**

**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 Mrs L Boyd. Governors noted the absence of Mr Langlands from the meeting. Furthermore it was noted that Mr Chomse would be late in arriving.

**2. Membership Update**

The Chair welcomed Mr Neal to the meeting whose application for Co-opted Governor vacancy was considered and unanimously supported by Governors (Mr Neal withdrew from the meeting during Governors consideration of his application). The Clerk would action the appointment.

**3. Declaration of personal or pecuniary interest in any agenda item**

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

The Headteacher would arrange for Mr Neal to complete the register of governor interests.

**Action by:**

**Clerk**

**Headteacher  
Mr Neal**

#### 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:

- 20 November 2014 – termly governing body meeting.
  - 8 January 2015 – extra-ordinary meeting.
  - 20 January 2015 – extra-ordinary meeting.
- Arising from the minutes:

Agreed that Ms Garrett would take responsibility for PSHE and Citizenship.

Noted separate attachment detailing Chairs of committees. Following discussion in relation to the appointment of Chairs it was agreed that at each of the next committee meetings, formal consideration would be given by the committee to the appointment of its Chair. In addition, the Chair clarified the quorums for each of the committees.

Mrs Kuznesof and the Chair would discuss workload issues for governors.

- 11 March 2015 – extra ordinary meeting. Minutes emailed to Governors. To defer consideration of the minutes to the next meeting of the full governing body.

**Agenda Item  
for committee  
meetings.**

**S Kuznesof  
Chair**

**Summer Term  
Agenda**

#### 5. Action Grid Update

Governors noted the actions that had been completed from the action grid which had been circulated. Other actions that had been delegated to individuals, groups or committees at previous meetings were reviewed and updates received as follows:

- C Chomse – to carry out Music link governor visit. Completed 18.3.2015. To report to next governing body meeting.

- Headteacher – to discuss curriculum provision and resource requirements with Science Dept.

Update by Headteacher – refer to Steering Group minutes.

- Relocation of Police Station – Headteacher updated re long term plans.
- Racist Incidents – In response to a governor query, the Headteacher would include an update in future within her Headteacher's report.

**Headteacher**

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 signed minutes from the following committee meetings:

Steering Group – 13 January 2015 – Received for information.

Steering Group – 27 February 2015 – The Chair commented that she had made a conscious decision not to circulate all attachments to Governors (too much paperwork). Consideration would be given to setting up a secure section to the school website where Governors could access information. This would be actioned during the course of the summer term.

Chair

Noted on-going action – Judgement of Progress made against the action plan – at next meeting full review of mid-year appraisal for teachers would be available.

Finance Committee Meeting – 16 December 2015 – In response to a question from a governor, the Headteacher clarified that the committee had agreed that extra funding provided by the Fairer Funding Formula would be used for capital projects and resources rather than staffing which may not be sustainable long term.

Finance and Facilities Committee Meeting – 26 February 2015 – Concern was raised regarding the mention of asbestos in the hall ceiling. The Headteacher assured Governors that this was checked regularly and well managed within school.

A question was asked as to whether each subject area should have its own separate budget allocation. Although controlled centrally presently under one budget code, consideration could be given to the strategic planning of resource budgets.

Headteacher

In response to a question discussion took place regarding funding issues for provision of swimming for those who could not swim 50m by age 11. There would be a need to quantify funding requirements for budget setting purposes. School would need to consider cost effectiveness and perhaps shared travel arrangements with other feeder first schools. The Chair requested that the Headteacher include this as an agenda item for discussion at the next mini partnership meeting.

Headteacher

Staffing Committee Meeting – 12 December 2014 – Received for information.

Staffing Committee Meeting – 16 January 2015 – Received for information. In addition report tabled for information detailing staff structure review.

Human Resources Committee Meeting – 12 March 2015 – Minutes tabled for information. Ms Garrett commented that she had spent time on 19.3.2015 looking at anonymised appraisal paperwork. A review was to be carried out on completion of the mid-term appraisal process.

## 8. 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.

It was agreed that Mr Neal be appointed to the Finance and Facilities Committee.

Consideration would be given to clerking arrangements for committee meetings.

Chair

## SCHOOL ACCOUNTABILITY ITEMS

### 9. Head Teacher's Report

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

Items under discussion:

Attainment Data/Achievement Progress Data/Pupil Premium/Vulnerable Group Information – Noted that the Steering Group had interrogated the data. Detailed overview and progress for each year group and cohorts of children. Closing the Gap for Disadvantaged pupils – report presented to the Steering Committee – commented upon within the minutes. Mrs Kuznesof commended the Headteacher on the value and robustness of the data.

Feedback from external sources – Derryth Hope, Headteacher from Berwick Middle School is school's new SIP. Mrs Hope visited the school on 21.1.15 and undertook lesson observations, work scrutiny and interviews with staff re current issues. Feedback had been extremely positive. Andy Johnson, Executive Director for Education and Skills had also visited the school on 23.1.15. He had been very positive about the school and agreed with the school's judgement that the school was now 'Good'. Parental feedback from questionnaires and the recent music events had also been positive.

Pupil/Staff Voice Feedback – Staff voice questionnaires had been completed and were very positive. One member had asked for more subject specific training and this had been actioned.

Curriculum Enrichment – The enrichment that happens in school is presently being celebrated in newsletters and in the displays.

Quality of Teaching Information – Series of work scrutinies last half term. Lesson observations were scheduled for this half term where all teachers will be observed by their appraisers as part of the formal appraisal procedures.

David Brown had visited school on Friday 13 March 2015. (Mr Brown had previously viewed the school's RAISE Online data). Mr Brown had suggested moving the school's judgement on leadership from Good to Outstanding. The Chair wished to congratulate the whole school management team for their efforts.

Admissions – 75 pupils confirmed from September – 74 leaving Yr 8.

Attendance Data – Average 96.8% attendance. Noted 1% persistent absentees. Mr Potter commented that the school had undertaken a lot of hard work to ensure that behaviour and safety is outstanding – measures introduced were having an impact.

Staff Absence Data – The long term absence of Mrs Basing is being managed effectively.

Staffing Information – Noted changes and new appointments.

Premises/Building/Health and Safety Issues – Site security has been improved with gates now fitted and locked during the school day. New signage requests that all visitors report to reception. Fences have been built along the edge of the car park. Quotes had been obtained for painting the hall during the Easter holidays, for repairing the drains by the boy's entrance and for repairing the flat roofs. The mobile would be painted as soon as weather permits.

Annual SIP Report – The report following Alan Johnston's visit in January 2015 had been circulated to Governors for information. Mrs Derryth Hope had accompanied Mr Johnston as she would be taking over the SIP role in school. The actions that had been highlighted had been completed immediately.

The Headteacher was thanked for her report.

#### **10. Parent Questionnaire Report**

Governors considered the responses received from the recent parent questionnaire report. The Headteacher informed Governors that any issues that had been highlighted had been discussed with parents.

Feedback was also shared with Governors from the music evening for Year 6 which had been held on 25 February 2015.

Mrs Kuznesof commented that it was extremely positive of how school kept parents informed of issues.

#### **11. School Values and Ethos**

The Headteacher thanked all those who had contributed to the work considering the school values and ethos. Governors adopted the new statement.

#### **12. School PE Kit Policy**

Following discussion Governors approved the review of the school PE Kit. The Headteacher would consult with both pupils and parents.

#### **13. Staff Recruitment Plan / Timetable**

The Headteacher updated Governors in relation to the timetable for staff recruitment. An Assistant Headteacher post was presently being advertised – closing date would be after Easter. Other vacancies may result depending upon the appointment made.

Governors agreed that the Senior Leadership Team would have responsibility for the appointment of teachers. The Headteacher commented that there may be occasions when Governor input would be valued, particularly for internal appointments. Appointment panels would be considered on a case by case basis.

**Headteacher**

## 14. Budget Update

Governors referred to minutes of the Finance and Facilities Committee meeting held on 26 February 2015 which gave an update on the current budget position. It was acknowledged that further changes which had been made had still not been accounted for within the most up to date budget report.

A governor questioned the supply teacher insurance arrangements – the Headteacher responded that school was presently considering reducing the level of cover for supply to 3\* cover.

Funding issues were anticipated for the provision of swimming for those who could not swim 50m by age 11. There would be a need to quantify funding requirements for budget setting (Refer to Item 7 – Minutes of 26.2.2015).

Governors noted that the operational budget for 2015/2016, along with an indicative budget for 2016/2017 and 2017/2018 would need to be drawn up and submitted to County by 1 May 2015.

## 15. Governors' Report

Governors considered:

Governor Visit Policy – Noted that this had been updated to be aligned with the Values and Ethos Policy. Following discussion it was agreed to amend the wording in Section 4 of the policy to read 'Summary of reflections (to replace the word observations) and discussion'. Chair to action change of wording and to circulate electronic copy of policy to Governors. The headteacher would share the policy with staff.

Spring / Summer Term Visit Timetable – Received for information.

Governor Report – governors considered the report from Mr P Latham who had attended a link governor meeting with Helen Samuels, Head of Special Needs on 11.11.2014.

Governor Report – governors considered the maths link governor report (Autumn 2) from Mrs Holmes which was tabled at the meeting.

Governor analysis of RAISE online 2014 report – governors received the report for information. It was noted that the report had not identified any surprises compared to the SEF.

Chair of Governor's Report – Report received for information. Also circulated notes of a meeting between the Chair and Michael Hartnack NLG held on 2.3.2015. The purpose of the meeting was to review the governance of the school and to make sure that governors were 'Ofsted ready'.

D Garrett circulated record of governor training for information. Comment made in governor training session that 'challenge' should be recorded in governing body minutes.

Ofsted Data Dashboard Report – Report received for information.

**Chair  
Headteacher**

## LOCAL AUTHORITY REPORTS –

Copies of documents available on the personnel page at:

[www.northumberlandlea.net](http://www.northumberlandlea.net)

**16. Update of HR Policies and Procedures**

Governors noted that the following HR policies and procedures had been updated as part of the Schools' HR Team's continuing improvements to the advice and guidance that they offer to schools and to take into account the latest changes to employment law and statutory guidance.

Governors further noted that all policies, associated guidance and supporting documents were provided on the Human Resources (HR) pages of the Northumberland Schools' Network at \*[www.northumberlandlea.net](http://www.northumberlandlea.net). Head Teachers and Governors would need to use their school's login and password to access the HR pages as these would only be available to schools that subscribe to the HR SLA.

**Disqualification by Association Requirements**

Governors noted the new guidance regarding the childcare disqualification requirements and the legal position regarding such disqualifications. It was noted that the new guidance was not relevant to staff working at Corbridge Middle School.

**17. Complaints Procedure**

Governors noted the revised complaints toolkit from the Department for Education and the changes to the draft complaints procedure drawn up for school to consider.

Governors agreed to adopt the revised procedure.

**CONCLUDING ITEMS**

**18. Urgent Business**

There was no urgent business.

**19. Dates of Future Meetings**

Governors agreed dates of future meetings as follows:

- Summer Term 2015 – Thursday 11 June 2015 at 5.30pm.
- Interim Meeting – 2015 / 2017 Strategic Direction – Tuesday 30 June 2015 at 6 pm.

There being no further business, the meeting closed at 7.55 pm.

**INFORMATION ITEMS – Governors noted items available to Chairs of Governors at the Chairs' Briefing Meetings were also available on the school's website.**

\_\_\_\_\_ **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'