

**Kirk Smeaton Church of England Primary School
Governing Body**

**Minutes of Full Governing Board Meeting held on
Monday 18th April 2016 at 6.30pm**

Present

Mrs R Rawson	-	Co-opted Governor
Mr T Jones	-	Co-opted Governor
Mrs C Cessford	-	Foundation Governor
Mr D Holmes	-	Foundation Governor
Mr M Storey	-	Parent Governor
Mrs R Hattersley	-	Parent Governor
Mr R Mason	-	Parent Governor
Mrs L Thornley	-	Parent Governor
Ms S Wolff	-	Staff Governor
Mrs H Cuddy	-	Headteacher

In Attendance

Mrs L Richardson	-	Clerk
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PART 1

1. Welcome & Apologies

Mr C Stone	-	Co-opted Governor
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Governor unable to attend due to an urgent personal matter.

Governors accept apologies

2. Any other business to be agreed

- Staffing matter
- Governor newsletter
- Development group
- Fundraising
- Changes to school
- June/July meeting dates

3. Confidentiality & Declaration of Business Interests

- Confidentiality reiterated
- No new business interests

4. Minutes of meeting held on 11th January 2016

Unanimously agreed that the minutes of the meeting of the Governing Body held on 11th January 2016 be signed by Chair as a correct record

- Mr Holmes attended the Development group meeting along with the Headteacher, Mr Storey was unable to attend this meeting.
- **Q – Do we have a policy overview document?**
A – It can be found in the governor section of the school website

- Charging & Remittance Policy to be included at next finance meeting

5. Governor Action log

- 20 Mr Mason recently visited school, Mr Storey to arrange a visit. Governors now need to organize a second visit to school, during June after the next set of data has been completed. Governors agree it would be a good idea to use this as a follow up visit
21. Subject leader reports received, Maths report to follow shortly
- 23 Parent questionnaires sent out, only 4 responses received, although these are all positive. Headteacher to send reminder to parents. Item Closed
- 26 Action plan still to be written
- 27 Budget Management Policy now includes reviewed maximum expenditure amount at which Headteacher needs to consult with GB. Item Closed
- 30 Governor vacancies to be discussed later in meeting. Item Closed
- 31 Governor vacancies to be discussed later in meeting. Item Closed
- 32 First governor newsletter was sent out, very good feedback from parents
Q – What was the frequency we agreed for these to be sent out?
A – Termly
 Next newsletter to be given out at sports day

Governor asks for action log to be dated for each meeting in header. Also to be sent to governors in PDF format

6. Confidential minutes of meeting held on 11th January 2016 & matters arising

Unanimously agreed that the confidential minutes of the meeting of the Governing Body held on 11th January 2016 be signed by Chair as a correct record

Matters Arising

- **Q – Has Mr Stone been in to school to monitor school's tracking assessment system?**
A – Yes
- List of subject leaders is included in Headteacher's report

7. Headteacher's Report & SDP

- The items highlighted green have now been moved to the back of the SDP, to make it easier for governors to see what still needs to be completed
- Headteacher would like to develop areas around school and needs to use funds to do so, such as:
 bookcases for library
 moving wires to make them safe
 lockers around school & to make good & re-decorate areas where pegs removed
Q – Will the lockers be replaced during term time?
A – Some of the work can be carried out Saturday mornings but the lockers will be fitted during the summer holidays. The tradesman who installed the existing pegs etc is to submit a quote, with 2 more being required. This tradesman can use the same wood where required. Budget Management Policy limits will be adhered to.
- Sports apprentice advert not yet ended
- Miss Freeman has been appointed for maternity cover 2.5 days per week from June until end of school year. She would like to volunteer on other days school is happy with this but will check with HR that this is acceptable. It is possible that

school may use her also as supply, paid at supply rate.

Headteacher has enquired about if NQT can be completed within a year even if member of staff is working part time but volunteering remainder of time, we have been informed that NQT time can only be counted for contracted hours.

- **Q – Under grants & bids it states that we will be given £5K for science, what will this be used for?**

A – The majority of the money is ring fenced to pay a consultant £4.5K the remaining money can be spent on resources.

Q – What will the consultant do?

A – The consultant will support us in science

- **Q – What are the outcomes in respect of staff meetings which are taking place to develop challenge & progression in setting work and marking?**

A – Discussions in respect of expectations for each year group and this will develop over time through book scrutinites

- **Q – When will refurbishment of Lions class be taking place?**

A – During the summer holidays

- We have only received 4 completed parent questionnaires

Q – What do we use them for?

A – Ofsted will review them. Headteacher to encourage more parents to return them via the next newsletter and a text

- We are taking part in Maths assessment through the White Rose Maths Hub. Information from approximately 50 schools will be collated. We have done well to be chosen to take part in this

Q – When will this take place?

A – The papers had to be completed by last Thursday; the papers were difficult due to the increased expectations.

Q – Will the results be shared with Governors?

A – Yes they will

- Developing security is ongoing
- Data has been updated - with only slight changes

Reading

We use the Chris Quigley assessment system.

List of criteria children are required to achieve in respect of the national expectations were received from LA, if a child does not achieve in any 1 area then they will not reach the required level.

Expectations are much higher than previous years for example a child previous reaching Level 4 would now have to achieve a Level 6.

Year 5

Q – It appears that Y5 are doing better on the new assessment than on the old one is that correct?

A – Yes, but we will keep monitoring these children.

Chris Quigley assessment system has different expectations to the government ones, with the government expectations being more difficult; this means that we cannot trust the data 100% and we are reviewing 3 different sets of data – Chris Quigley system, old levels and new expectations

See confidential minutes

8. Updates on Staffing for 2016/Personnel

See confidential minutes

9. Governor Action Plan

- Mrs Rawson & Mr Jones met and agreed some items for action plan, this is

ongoing and will need further work. Ms Wolff offers to help if needed. Governors agree that this should be emailed around for review, comment & contribution from all Governors and then brought to first FGB meeting in the Autumn term to be formally adopted.

Mr Jones to send a copy of what has been written so far to Ms Wolff for feedback

10. Report on Headteacher's objectives

- Included in Headteacher's report
- SIP attended the interim review and suggested that a final review of targets be completed, date arranged for July with a new set of targets to be set in September. Governors agree and set date for final review meeting on 15th July at 9.30am with 'The Committee' to meet at 11.00am on the same day to review staff increments, which if agreed, will commence in August.

Mrs Rawson & Mrs Thornley are members of the Headteacher's PM committee. Mrs Hattersley has agreed to join them on 'The Committee', other governors are also welcome to join 'The Committee'

11. Final year end monitoring report

- End of year figures & Start budget to be discussed at next meeting on 23rd May.

12. Update from H & S/Curriculum Committee meeting held on 8th February 2016

- Premises inspection due on 9th March has been postponed until 22nd April
- Mr Jones to undertake a H & S walk and will produce a list of any issues that need to be addressed
- Angle on security light to be changed so that it does not shine into neighbour's house as we need to re-activate the lighting system
- Mr Jones has reviewed the risk assessments for the trip to Kingswood and although the majority of it is fantastic there are a few issues of which he will inform Mrs Marner. Mr Jones also to meet with representative from Kingswood to discuss the risk assessments. The GB will be the ones who are liable if the risk assessments are incorrect and anything goes wrong. Governors thank him for his time and expertise.

13. Update from Finance Committee meeting held on 17th March 2016

- Copy of start budget sent out to all governors
- Start budget includes 1% pay rises, which assumes everyone will meet their objectives. It also assumes a non teaching Headteacher; she does however cover approx 1 day a week, therefore there will be a saving on supply costs. Governors thank Headteacher for doing this
- Staff absence insurance for teachers and HLTA have been changed from day 1
- Sports Premium funds need to be spent by July
- Capital funds has been spent for this financial year and a further £5K will be spent by next July. Application for use of devolved capital has been completed in respect of the new lockers

14. Budget Management Policy

- Copy of final version of policy was circulated prior to meeting
- Mrs Hattersley & Mr Jones have reviewed this policy. Governors thank them for their time
- Main change was made to the single purchase amount being reduced from £5K to £1K when 3 quotes are required; rationale behind this is that £5K was included for schools no matter the size of their budget, as our budget is small in comparison to

most, governors agreed that the amount should be reduced to be more in proportion to our budget

- Section 10 – wording amended to include the use of some school funds for extended activities. Governors agree that they would need to be specific when using pupil premium funding. This is to be discussed further at the next finance meeting on 30th June and charging & remittance policy also to be reviewed at this meeting.
- Governors agree to use business case document and summary document when making decisions. Copy to be sent to governors.

Policy agreed.

15. Clerking arrangements

- At the September meeting it was agreed to buy LA clerking service for 4 FGB meetings & 3 committee meetings and newly appointed Admin assistant was to minute other 3 committee meetings once trained. Unfortunately Mrs Maltby is unable to attend evening meetings due to childcare issues. Governors are understanding of this matter.

Q – Would she be able to attend meetings during the day?

A – Yes, if the meeting was to take place during her working time then she could attend and if it was during the afternoon then she could probably attend up to 3.30pm, but would need to be paid additional hours.

- Governors have 2 options:

- 1) To have committee meetings during the school day or
- 2) To continue employing the clerking service

GB had agreed to have the meetings on an evening as from September as many governors were unavailable to attend during the day, governors would not be happy to return to this.

Cost to continue employing clerking service would be:

3 FGB meetings & 3 Committee meetings - £1020

4 FGB meetings & 6 Committee meetings - £1640

These costings are indicative only and are based on last year's Clerking Service rates.

See Confidential minutes.

Ms Wolff offers to take minutes at committee meetings, Governor suggest that this would make it difficult for her to fully contribute to the meeting as she would be too busy taking minutes.

Governors agree that for an additional £600 it would be better to continue with the clerking service for a further year, this will be reviewed again next year.

Governors agree to an SLA of 3 FGB meetings & 3 Committee meetings plus a possible 3 further committee meetings being paid on an ad-hoc basis.

- We currently have further meeting dates arranged for:

Monday 23rd May 5.30pm – Health & Safety/Curriculum committee meeting

Thursday 30th June 6.30pm – Finance/Personnel committee meeting

Monday 4th July – FGB meeting

Governors agree that there would be no need to have a meeting in June & another in July therefore agree to incorporate the agenda into 1 FGB meeting on Thursday 30th June at 6.30pm and cancel the meeting in July.

16. Update on 'The Committee'

- Discussed earlier in meeting

PART 3

17. Report from subject leaders SPAG and Literacy, Maths, PE and Inclusion and Class reports

- 2 class reports have been received, others to be completed before end of summer term
- Maths report to follow shortly and will be discussed at next meeting in June
- **Q – Which format would you like the reports to be written in?**
A – Like the PE report
- Reading is positive. July – November data dipped due to staff absence and different teacher in class. February onwards data is more positive.
Handwriting is now cursive
Q – Are there a few children below expectation because of this?
A – Yes.
When the Headteacher's professional friend visited the school recently she was happy with what she saw in the children's books and was impressed with the handwriting. Headteacher hopes that we will get a clearer picture after the national assessments.
Q – Could parents be told about the cursive handwriting?
A – Yes it can be included in the next letter home
Q – Could it also include a sample of good cursive handwriting?
A – Yes. Advice can also be included on the school website.
Q – Is it being modeled around school by teachers?
A – Yes.
Children could demonstrate cursive handwriting to parents.
- PE report does not include sports apprentice, this will be included in next report. Governor states that having the competitive element is good. Teachers are comfortable with changes and are happy to have more responsibility in teaching PE to the children.

18. Report on fixed term exclusions

- None

19. Raise Alliance update

- Included in Headteacher's report

20. Academisation

- All schools must now become an academy by 2020
- No action needs to be taken immediately, but we need to be aware of what it will entail. Website links were emailed to governors.
- As we are a Church of England school this complicates matters for us.
- Timescale to be discussed at September meeting
- We need to be aware of cost implications & we need to decide what we want to do once we have become an academy and what we want to achieve.
- We need to know that whatever we decide it must be to benefit our school

21. Governor vacancies

- We currently have 2 vacancies, 1 x LA and 1 x Co-opted
- LA vacancy, we are able to recommend someone to the LA, whereas the Co-opted vacancy is our decision
- When reviewing the skills audit we had no huge gaps and anything we did need we could cover with training. We did however agree that we would like someone who would be objective.

- Currently we have 2 parents, Mr Hall & Mr Robertson who have shown an interest plus 1 person, Mrs Carvill from the community.
- Mrs Carvill has worked as a volunteer at the school in the past and has an educational background, so she knows the history of the school. She was a governor many years ago.
Governors agree that Mrs Carvill be appointed as the Co-opted governor
- Mr Hall is a chartered surveyor with a child in EYFS, he also has younger children. Mr Robertson has a finance and H & S background. Both are strong candidates and governors agree to hold a secret ballot.
Mr Robertson receives the most votes and his name will be put forward to LA for appointment as LA governor.
Chair of Governors to speak to both Mrs Carvill and Mr Robertson to confirm they are still interested in becoming governors before the process continues

22.NGA Code of Conduct

- Governors agree to adopt the NGA code of conduct

23.Policies to approve

Budget Management Policy

Agreed earlier in meeting

Educational Visits Policy

Agreed

Sex & Relationships Education Policy

Agreed

RE Policy

Agreed

PART 4

24. Governor Training/ School Visits/ Mr Mason's visit & PE visit

- Governors would like finance refresher training. Mrs Hattersley to ask FMS Officer if a copy of this training is available and she would then be willing to run the training at the end of a governors meeting
- FMS Officer visiting school on 18th May, Mr Mason to attend and meet with her if available
- Mr Mason conducted a class visit to Starfish. Staff are appreciative of the governors support and are happy for them to visit classes.

25. Health & Safety

- Governor suggests that Mrs Marnier be asked to attend IOSH training
Q – What is the cost of this training?
A – Less than £1K, but it would be good training to ensure children's safety
- Accident books to be reviewed by Mr Jones on Friday

26. Correspondence

- Thank you card from Mrs Saynor

27. Any other business agreed at beginning of meeting

- Staffing matter

Discussed earlier in meeting

- Governor newsletter

Discussed earlier in meeting.

Glossary of terms to be written for parents

Q – *What terms would need to be included?*

A – *Governors to consider what needs to be included.* Ms Wolff volunteers to write the list, this will be continuously added to.

- Development Group

See Confidential minutes

- Fundraising

Potential funding from Wren is available as we are within 10 miles from a dump site.

Q – *Do we fit with criteria?*

A – Yes

Mr Mason to send details to Mr Storey

- Changes to school

See confidential minutes

- June/July meeting dates

Discussed earlier in meeting

28. Impact on children from today's meeting

- Class visits – monitoring & challenges from Governors
- Class set up –
potential nursery provision
financial stability
Sustainability & security for school
- Future H & S training
- Fundraising – to improve resources

Meeting closed at 9.25pm