

**BRANTON PRIMARY SCHOOL**

**GOVERNING BOARD MINUTES - AUTUMN TERM 2018**

A meeting of the Governing Board was held on Tuesday, 28 October 2018 at 4.30 p.m. in the School.

**Present:** Mrs Joyce Jenkins (Chair)  
Mrs Zoe Ryan (Headteacher)  
Mrs Abi Wilson  
Mrs Jan Johnston  
Mrs Janice Woods  
Mrs Wendy Pattison  
Mr Tom Oates  
Miss Rachel Plunkett

**Also present:** Mrs Susan Mitchell (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 Jenkins was elected Chair of Governors for the next academic year.

**2. Election of Vice-Chair**

Mrs Johnston was elected Vice Chair of Governors for the next academic year.

**Mrs Wilson arrived at this point 4.35pm**

**3. Apologies for Absence**

Apologies were received and consent given for the absence of Mr Rogerson.

Mr Oates was also absent from the meeting.

**4. Membership update**

Governors noted Mr Rogerson had been appointed as a Co Opted Governor.

**Mrs Pattison arrived at this point 4.40pm**

Governors noted the resignation of Mr Wilson and recorded thanks for his service to the school.

Governors noted a Parent Governor election had been held, however no names applicants had been received.

It was acknowledged the possibility of Mr Rogerson fulfilling the PG vacancy and the Head agreed to carry this forward. **Action: Head**

Mrs Pattison agreed to further pursue Co Opted vacancy/vacancies. **Action: Mrs Pattison**

## 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 meeting(s), having been circulated to the Governors, were adopted and signed as a true record:

- 5 June 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:

- Mr Oates & the Head continued to address ongoing boiler issues - Mrs Pattison confirmed she had spoken to Mr Wycombe at County who had offered that the boiler would be replaced within this financial year. It was noted this may require revisiting if the school were asked for a financial contribution. The Head and Mr Wycombe were pursuing. **Action: Head & Mr Wycombe**
- It was noted Mr Wilson had resigned.
- Mrs Wilson had not yet undertaken her appointed M&E visit. It was agreed the PP visit would be carried out in the first half of the spring term. **Action: Mrs Wilson**
- Governors had not yet reconsidered utilising the climbing wall. However it was suggested this could be an option for the Summer fair if this was held on a Saturday, as the Cadets could possibly help. **Action Mrs Woods & Mrs Wilson**. Governors noted the current membership and associated financial difficulties of the PTA, it was suggested Mrs McCann could assist with the banking.
- Mrs Pattison had not yet undertaken a learning walk - **Action: Mrs Pattison**

## 8. Other Matters Arising

There were no other matters arising from the previous minutes that were not covered elsewhere on the agenda.

## 9. Committee Minutes

Governors received the agreed minutes from the following committee meetings:

- Extra Ordinary meeting held on 19 July 2018 (Confidential - Part 2). .

## 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 noted there was currently 2 committees, Curriculum and Resources. It was proposed and agreed that due to the low numbers, there would be no specific named members for each committee. The Head agreed to arrange future meetings according to availability of Governors. It was further agreed that virtual meetings would continue be held as and when required.

**Miss Plunkett left at this point 5.15pm**

## 11. Head Teacher's Report

Governors considered the report from the Head Teacher that had been circulated prior to the meeting. Other information circulated included:

- Attainment & Progress report
- SIP Report - June 2018

### Items under discussion:

- Overview
- Attendance
- Behaviour / Discipline / Exclusions
- Equalities Info
- Bullying & Discrimination
- Complaints
- Home / Community Links
- Admissions / Leavers Destinations
- Performance Management
- Pay Progression
- Staff Absence
- Staffing
- Governors
- Discipline & Grievance
- Financial Info
- CPD & School Visits
- Visitors to School
- Premises / Buildings / Health & Safety

### Governors noted/agreed/questioned/discussed:

- Attendance - The Head confirmed the school continued to try and maintain above 95%. However, Term time holidays continued to impact on percentages. It was acknowledged special categories also impacted on the percentages. It was therefore agreed to produce 2 sets of data in the future to enable a more accurate position.  
**Action: Head**
- Governors wished to record their thanks to the Head for her well written report given the ongoing difficulties faced by the school in recent months. The Head staff remained very positive moving forward.
- LAC - Changes to regulations were explained and confirmed.
- Governors noted the school were now plastic friendly.
- Complaints - The Head confirmed there was an outstanding complaint that was being processed as per the complaints procedure. It was further noted no information or

- content could be discussed or shared.
- Absences - The Head gave a brief verbal update regarding staff absences.
- Discussed linking reading with children with members of the Warm Hub.
- It was planned to run a Xmas Bingo as discussed by Mrs Wilson.
- Staffing - Current staffing arrangements had not yet been communicated to parents as this was confidential at this stage. **Action: Head**

## 12. Budget Update

Governors received and considered a written summary of the school's current budget position from the Head Teacher & Mrs McCann.

Governors noted that a revised operational budget for 2018/2019, along with an indicative budget for 2019/2020 and 2020/2021 would need to be drawn up and submitted to County by 1 December 2018.

### Governors noted:

- Due to the current figures an indicative budget meeting had been requested asap.
- Staffing amendments noted.
- **Governors asked if any possible reductions to staffing would impact on standards?** - The Head confirmed this would be a challenge and the core subjects would be taught as previously, however the breadth of the curriculum offered would be impacted upon. It was very unfortunate, but to comply with viability for the future of the school staff amendments were inevitable. It was not yet known how the funding would be for the next financial year. Governors noted the duty of care they had as governors to address work life balance of staff. It was noted the high level of importance of differentiation and planning for the subjects was delivered by the Head and it was felt this would be impacted upon. More whole school activities would be undertaken. GDPR compliance requirements were also impacting. **Governors asked if there was anything they could do to support the Head and staff?** - The Head explained the situation was very difficult at times and she was finding herself delegating more and more tasks to Mrs McCann. Mrs Wilson volunteered her support.
- **Governors asked if any after school care was going to be offered as this had been mentioned within the parental survey?** - The Head confirmed this was not financially viable as it would require 2 members of staff at an approximate cost of £13 per hour plus oncosts. Parental contributions would need to be very high to cover the costs. It was acknowledged the school currently ran clubs at no cost at all to parents. It was agreed to further consider once clarification had been sought regarding possible caveats. It was agreed to resend parental questionnaire and demonstrate actual costs involved with running clubs.

## 13. Schools Financial Value Statement [SFVS] 2017/2018

Governors noted this would need to be submitted by 31/12/18. Chair and Head to carry forward.

## 14. Governor's Reports

Governors received and considered the report from Mrs Jenkins on Staff training.

Governors noted:

- Statutory training had been undertaken.
- Safeguarding training would be undertaken by Governors.
- Prevent training to be added to list of training undertaken, which was noted to be one off.

This visit was noted as being instrumental in moving forward on the school's key priorities within the school's development plan.

## **15. School Voluntary Accounts**

This item was deferred.

## **16. HR Update**

Governors noted the latest update from the HR Service as well as new and revised policies drawn up to be agreed by School's Joint Unions by 11 October 2018.

### **Recruitment**

Governors noted the changes in arrangements for the recruitment of staff and the establishment of a new dedicated recruitment team within Central HR.

### **Human Resources**

Governors noted the changes in arrangements for the delivery of HR services. It was further noted that School Support staff would no longer be delivering these services and that a dedicated HR adviser had been allocated to the school.

### **Criminal records checks for schools with pupils aged 18 or over**

Governors noted that there was a new requirement that staff undertaking regulated activity with pupils over the age of 18 would be subject to needing clearance for the adult workforce as well as the children's workforce. All staff undertaking such a role will need to apply for a new enhanced criminal records certificate with an additional check against the adult barred list.

It was noted that schools would need to identify those staff who meet the eligibility criteria and ensure that the required checks were undertaken. Guidance on applying these requirements had been circulated to schools. The Head agreed to monitor compliance in this matter.

It was further noted that additional checks in respect of Governors were not required as a matter of course as they were unlikely to be undertaking regulated activity in this regard.

### **Teachers' Pay Award & Pay Policy**

Governors noted changes to the School Teachers' Pay and Conditions Document that had been published on 14 September 2018. Governors noted amendments to the pay scales and the recommendations of the School Teachers' Review Body they also noted that they would need to review the school's own Pay Policy in the light of these recommendations.

Governors noted the need to consult with staff and ensure that staff understood how the proposed changes would affect them. Governors further agreed to try to complete the annual salary review process and issue salary statements to teachers by 31 October 2018 and to Head Teachers by 31 December 2018.

The Resources committee agreed to take this forward.

Governors noted updates on :

- **Recruitment**
- **Human Resources Delivery**
- **Criminal Records Checks**
- **Teachers' Pay Award**

- Pay Policy 2018/2019
- Appraisal & Capability Policy
- Managing Performance Policy
- Allegations of Abuse
- Criminal records
- Recruitment
- Transitioning at Work
- Domestic Abuse
- Smokefree Workplace
- Pay Protection & Salary Safeguarding
- Non-renewal of Fixed Term Contracts
- Procedure for Hearings & Appeals

It was agreed that the Resources Committee would take these items forward. Electronic copies of policies would be available on the Learning Together website.

***Action: Resources***

**Mrs Johnston left at this point 6.35PM**

## **17. 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 had been undertaken, which will be written up and appended to the minutes of this meeting.

Governors noted the number of Data breaches that had been identified and advised upon during the summer term. Governors particularly noted those that could be relevant to their school.

## **18. Urgent Business**

Governors discussed the following item(s) of urgent business:

Code of conduct circulated for awareness. - forms to be returned and signed to head for compliance. ***Action: Governors***

Revised complaints procedure received and adopted. ***Action: Head to update to website***

The Chair wished to record her appreciation, on behalf of all the Governors, to the Head and her staff, for their continued hard work and great enthusiasm, particularly over the past recent difficult months.

The Head acknowledged her staff have felt pressured and somewhat ill prepared for the start

of the new term.

## 19. Future Meetings

Governors agreed dates of future meetings as follows:

- Tuesday, 5 March 2019 at 4.30 p.m
- Tuesday, 11 June 2019 at 4.30pm p.m.

There being no further business, the meeting closed at 6.45 p.m.

## 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

**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](http://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".

- Extra Ordinary meeting held on 19 July 2018 (Confidential - Part 2).

Governors noted:

- **Governors asked if anything had been heard regarding post education from**

**Director?** - The Head confirmed no response had been received.

- Governors felt this was a sad reflection of current times, regarding the lack of support from senior officials at County.
- The Chair remained in contact with Mr Jackson for ongoing support as well as requesting his presence at the school.
- It was suggested the Chair write to Cllr Daly to request his presence at the formal presentation of the carver. **Action: Chair**