

**GOVERNING BODY MINUTES SUMMER TERM 2017**

**A meeting of the Governing Body was held on Tuesday June 13 2017 at 4.30 p.m. in the School.**

**Present:**

- Mrs Zoe Ryan (Headteacher)
- Miss Rachel Plunkett
- Mrs Abi Wilson
- Mr Tom Oates (Acting Chair)
- Mrs Jan Johnston
- Miss Gillian Hogg
- Mrs Helen Cowens

**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 by:**

**1. Apologies for Absence**

Apologies were received and consent given for the absences of Mrs Woods and Mrs Romartinez

**2. Membership Update**

Governors noted Miss Plunkett had been re-elected.

Governors agreed to hold a Parent Governor election and the Headteacher agreed to carry this forward.

**Head**

Vacancies and term of office that were due to end were noted as follows:

<b>Name</b>	<b>Category</b>	<b>End Date</b>
Mrs Cowens	PG	31/10/17

**3. Annual Declaration of personal or pecuniary interests of Governors and Staff**

The register of governor and staff interests was circulated for completion by the Governing Body. The register would be updated by staff and retained in school for audit purposes. Governor details would be published on the school website.

Governors noted that details of Governor attendance at full and committee meetings was also required to be published.

**Head**

**4. Declaration of personal or pecuniary interest in any agenda**

**item**

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

**5. Consider & Adopt Minutes of Governing Body Meetings**

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

- 7 March 2017

**6. 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:

- Mr Oates confirmed he continued to address building/boiler issues. The Head was in ongoing talks with Mr Wicombe from County regarding the boiler. Mr Oates explained the previously applied for planning application was still live and he was currently in ongoing talks with Peter Jackson. The Head confirmed she had e mailed Cllr Murray. Mrs Aviston had confirmed 5k would be released to fund KS2 pupils on role, which could be utilised for internal refurbishments. Governors agreed to pursue fundraising
- The Head had held a staff governor election - Miss Plunkett re-appointed.
- Governors agreed to continue to be proactive with parents regarding Tapestry and E Safety. It was noted training courses had been offered. However, in general there was a lack of interest from parents. **Governors asked if e mails could be categorised for ease of use?** - The Head agreed to liaise with the App developers to ascertain if this was possible.
- The Head confirmed Operation Encompass had been live from May and that e mails were extremely secure.
- The Head had informed the staff of the Governor's appreciation.
- M&E visits had been undertaken.
- Mrs Woods had liaised with Miss Watson regarding Tapestry support.
- Building committee and Mr Oates continued to address building & capacity issues.
- Mr Oates continued to liaise with Swarland Primary school.
- The Head confirmed she continued to offer private coaching for use of Tapestry with parents.

**Head**

**Mr Oates**

**Governors**

**Head**

**7. Other Matters Arising**

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

**8. Receive Minutes of Committee Meetings**

Governors received the signed minutes from the following committee meetings:

- Staffing committee - Confidential

The Buildings committee had met but minutes were not yet available.

Governors noted:

- Due to availability of Governors, virtual meetings had taken place.

Governors agreed:

- To diary date committees.
- The Head and Miss Hogg would carry forward transition of year 6.

### **9. Annual Review of Committee Membership, Delegation and Terms of Reference (if applies)**

Governors considered committee membership, delegation to the Head Teacher and terms of reference of committees.

It was agreed that no changes were required.

## **SCHOOL ACCOUNTABILITY ITEMS**

### **10. Head Teacher's Report**

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

- Pupil Attainment Progress June 2017
- Spring Term SIP Report
- NCC EYFS Profile Moderation Visit Report

#### **Items under discussion:**

- Overview
- Attainment Data
- Comparative Data
- Feedback from External Sources
- Attendance
- Behaviour / Discipline / Exclusion Info
- Equalities Info
- Bullying Info
- Complaints
- Home School Community Links
- Admissions / Leavers Destinations
- Performance Management info
- Pay Progression info
- Staff Absence data
- Staffing info
- Discipline / Grievance issues
- Financial Info
- CPD & School Visits
- Visitors
- Premises / Buildings / Health & Safety issues

**Governs  
Head/Miss  
Hogg**

## Governors questioned/noted/agreed/noted:

- The Head agreed to circulate information earlier at the Governor's request.
- Numbers - Governors noted there were several young boys and summer birthdays on role, which could impact on progress data. The early learning goals were very broad and some pupils were not school ready.
- Progress - The charts had been updated to reflect data changes. Overall, the majority of pupils were on target to make good progress. SEND benchmarking would be carried out once the national figures for autumn were available. **Governors asked why maths appeared to be better overall?** - The Head confirmed this was largely down to maths being a high focus and new resources being deployed. Splitting classes into more directive groups had also impacted significantly. Continual observations/drop ins were being carried out to ensure accountability.
- Staffing - Update on appointments / resignations. New teacher taking a lead in science. **Governors asked what would happen if the post advertised was not successful?** - The Head confirmed the post would need to be covered internally.
- SIP Report - Governors noted the next monitoring visit would be held on the 28 June.

Head

### 11. Budget Update

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

Governors noted that the operational budget for 2017/2018, along with an indicative budget for 2018/2019 and 2019/2020 had been drawn up and submitted to County by 1 May 2017.

Governors noted:

- Catering budget in a much healthier position whilst providing own meals short term.
- **Governors queried the resources expenditure being overspent?** - The Head confirmed there was a grant in place to offset the expenditure.

### 12. Visiting Governors' Report

Governors received and considered the report from Miss Hogg covering a typical afternoon across all age groups to gain a greater understanding of pupils experience.

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

### 13. School Voluntary Accounts

Governors received a certified copy of the school's voluntary account and noted that the accounts had been appropriately checked and validated.

Governors

.....Ch Inits

This item was deferred.

## **LOCAL AUTHORITY REPORTS –**

**Copies of documents available on the personnel page at:**

<http://ncc.learningpool.com/>

### **14. Update of HR Policies and Procedures**

#### **Learning Together: New HR information site for schools**

The new HR site for schools has been launched. All HR template policies and supporting documents can now be accessed from Learning Together.

To locate the documents, please login to the school's personal Learning Together account. From there, click on **site home** and then **Schools HR (Glossary)** which is on the right hand of the screen in the sidebar. All policies, procedures, guidance and templates are listed here in alphabetical order.

Learning Together has recently been upgraded and some content is still under construction. If you cannot find what you are looking for or have any queries, please contact the school's School Support Adviser or the Schools HR team. Please pass any feedback to Rebecca Harding, Assistant HR Adviser (Schools) as we will be looking to make ongoing improvements to the site.

HR are also in the process of reviewing the suite of **HR policies** as part of their continuing improvements to the advice and guidance they offer to schools. If you have any queries in relation to policies please contact the HR team:

Email: [schoolshr@northumberland.gov.uk](mailto:schoolshr@northumberland.gov.uk)

Tel: 01670 626150

## **CONCLUDING ITEMS**

### **15. Urgent Business**

There was no urgent business.

### **16. Dates of Future Meetings**

Governors agreed dates of future meetings as follows:

- Autumn Term 2017 - November 7
- Spring Term 2018 - March 6
- Summer Term 2018 - June 5

There being no further business, the meeting closed at 6.05 p.m.

**INFORMATION ITEMS – Governors noted items available to Chairs of Governors at the Chairs' Briefing Meetings.**

**Termly Briefing Papers including:**

- Public Health**
- Live Kitchen**
- Apprenticeship Levy & Public Sector Duty**
- North East ELP**
- PSHE Education**
- SEND SLA**

*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'