

**BRANTON PRIMARY SCHOOL**  
**GOVERNING BODY MINUTES AUTUMN TERM 2017**

A meeting of the Governing Body was held on Tuesday 7 November 2017 at 4.30 p.m. in the School.

**Present:** Mr Oates (Acting Chair)  
Mrs Jan Johnston  
Ms Gillian Hogg  
Miss Rachel Plunkett  
Mrs Zoe Ryan (Headteacher)  
Mr Ross Wilson

**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. Election of Chair**

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

**2. Election of Vice Chair**

Mr Oates was elected Vice Chair of Governors for the next academic year.

**3. Apologies for Absence**

Apologies were received and consent given for the absence Mrs Wilson, Mrs Woods, Mrs Romartinez and Mrs Jenkins

**4. Membership Update**

Governors welcomed Mr Wilson to his first termly meeting as a newly appointed Parent Governor.

Mrs Woods wished to pass her formal congratulations on to the staff, Governors and pupils for a fantastic Ofsted result.

Governors thanked Staff for an excellent result.

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

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

## 6. Consider and 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:

- 13 June 2017

## 7. 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 and the Headteacher continued to address planning & building issues. Mr Oates confirmed Mr Jackson was currently on holiday, however he had had contact with Mr Wicombe, who had intimated as the boiler work had been carried out a while back and different warranties may apply. The boiler was currently non compliant. Governors discussed at length the best way to move forward and resolved to write to Mr Johnson at County and Mr Oates agreed to carry this forward. Mr Oates informed the Governors that he had formally raised the lack of support from County.
- Governors continued to address fundraising.
- The Head had liaised with the Tapestry developers regarding categorising emails. Governors noted there had been no feedback from parents regarding the new format - Ongoing.
- The Head and Miss Hogg continued to carry forward transition arrangements.
- The Head continued to circulate relevant information to Governors as and when appropriate.

**Mr  
Oates/Head**

**Governors**

## 8. Other Matters Arising

The Governors discussed the following items:

- The Head and Mrs McCann were liaising with County rep regarding creating a parent app to improve communication, which would be linked to 360. Various avenues were being explored to cut down on paper. **Governors asked what the actual cost would be?** The Head confirmed this was unknown at this stage. **Governors asked if the app would be smartphone friendly?** The Head confirmed the app would be compatible with smartphones. The Head further explained, parents had been consulted regarding the best way of communication and various responses had been received, the majority preferred emails. Governors noted paper communication did not always reach parents. All School activities are were published on the website. Mrs McCann was currently pursuing BACS payments with County, as a way for parents to pay direct into school budget. This was to alleviate time consuming tasks involved with chasing monies.

**Mrs McCann**

## 9. Receive Minutes of Committee Meetings

Governors received the signed minutes from the following committee meeting/s:

.....Ch Inits

- Staffing committee, dated July, September & October
- Full Governors, dated 5th September 2017

Governors questioned/noted/agreed:

- Staffing arrangements in place, were noted to be working very effectively.

### **10. 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 no changes were required.

## **SCHOOL ACCOUNTABILITY ITEMS**

### **11. Ofsted Update**

Governors discussed the confidential report issued by Ofsted.

Governors noted there was no formal Headteachers report this term due to Ofsted. Extraordinary meeting had been held previously to discuss school performance data.

### **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 2017/2018, along with an indicative budget for 2018/2019 and 2019/2020 would need to be drawn up and submitted to County by 1 December 2017

It was agreed that the Head & Mrs McCann would take this forward.

It was noted that:

- Future staffing requirements were discussed at length and the Head and Mrs Johnston agreed to carry forward in the Spring term.
- Ms Hogg and Miss Plunkett agreed to undertake Safer Recruitment.
- The Clerk explained the budget printout figures.
- Sports funding - Outdoor play equipment to be purchased, awaiting further information on expenditure restrictions.
- 21/11/17 Indicative budget at 1.30pm - Mr Oates, Mr Wilson, Ms Hogg agreed to arrange to come into school early 2018 to discuss potential budget issues.
- Governors wished to record their thanks and appreciation to Mrs McCann for the stirring job managing & Monitoring the school budget.
- The Head confirmed she would like the lights replaced on a rolling programme.

**Head/Mrs  
Johnston  
Ms  
Hogg/Miss  
Plunkett**

**Mr Oates/Mr  
Wilson/Ms  
Hogg**

### **13. Schools Financial Value Statement [SFVS] 2016/2017**

Governors noted that the school's financial value statement 2016/17 would need to be completed and submitted to County by 31 December 2017. It was agreed that Head & Mrs McCann would take this forward on behalf of Governors and circulate for approval.

**Head/Mrs  
McCann**

#### **14. Governors' Reports**

Governors received and considered the report from Mrs Jenkins on Pupil Progress.

Mrs Wilson agreed to carry out a monitoring and evaluation visit and produce a report for the Governing Body focusing on Introductory Visit.

**Mr Wilson**

Mrs Johnston agreed to carry out a monitoring and evaluation visit and produce a report for the Governing Body focusing - Head to agree.

**Mrs Johnston**

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

#### **15. 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.

#### **LOCAL AUTHORITY REPORTS –**

**Copies of documents available to subscribing schools via personal learning accounts at: <http://ncclearningpool.com/>**

#### **16. HR Policies and Procedures**

Governors noted that the following HR policies and procedures had been drawn up or updated as part of the continuing improvements to the advice and guidance offered to schools and to take account of the latest changes to employment law and statutory guidance.

Governors further noted that all policies, associated guidance and supporting documents were provided to subscribing schools via personal learning accounts at: <http://ncclearningpool.com/>. Head Teachers and Governors would need to use their personal logins and passwords to access the documents as these would only be available to schools that subscribed to the HR SLA.

#### **Pay Policy**

Governors noted the recommendations of the School Teachers' Review Body and 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 complete the annual salary review process and issue salary statements to teachers by 31 October 2017 and to Head Teachers by

.....Ch Inits

31 December 2017.

Governors noted the policy had been previously agreed.

### **Appraisal Policy**

Governors noted that no changes were being recommended and to review their policy in line with this recommendation.

### **Agency Workers**

Governors noted changes to the employment status of agency workers, other technical changes were also noted in relation to the barred lists, entitlements and pregnant agency workers.

### **Leave of Absence**

Governors noted that references to the Welfare Officer had been removed from the Leave of Absence Policy as the post had been deleted. Also that references to the new shared occupational Health service had been added.

### **Family Leave**

Governors noted the introduction of the new statutory entitlement to share parental leave.

### **Resolving Grievances**

Governors noted updates to the policy including the new name and the need to reference the provisions of the Dignity at Work policy and procedure.

### **Time of for Training**

Governors noted that there had been no changes to the policy in respect of time off for training or study but that a summary had been added to give a clear overview of what is included in the policy.

## **CONCLUDING ITEMS**

### **17. Urgent business**

Governors discussed the following items of urgent business:

Governors agreed Safeguarding and Equalities be regular agenda items and the clerk agreed to carry this forward.

Mr Oates and Mr Wilson agreed to undertake a H&S learning walk.

### **18. Dates of Future Meetings**

**Clerk**

**Mr Oates/Mr  
Wilson**

Governors agreed dates of future meetings as follows:

- 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:**

- Feedback on KS2, KS4 and KS5 results
- Progress with the National Funding Formula
- Joint Targeted Area Inspection - Children Experiencing Neglect
- General Data Protection Regulations
- Fire Safety in schools
- Governor Training - New arrangements with the NGA
- Ofsted update
- Developments in Governance Support - what would you like to see?

***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'