

BRANTON PRIMARY SCHOOL

GOVERNING BOARD MINUTES - SUMMER TERM 2018

A meeting of the Governing Board was held on Tuesday, 5 June 2018 at 4.30pm in the School.

Present: Mrs Zoe Ryan (Headteacher)
Miss Gillian Hogg (Chair)
Mrs Jan Johnston
Mrs Janice Woods
Miss Rachel Plunkett
Mrs Abi Wilson
Mr Ross Wilson
Mrs Joyce Jenkins

Also present: Mrs Susan Mitchell (Clerk to Governors)
Mr Geoff Love (SIP) (prior to the meeting 4.30 - 4.35)

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.

Mr Love introduced himself to the Governors and briefly explained his role.

REGULAR ITEMS

Action

1. Apologies for Absence

Apologies were received and consent given for the absence of Mrs Romartinez, Mrs Pattison and Mr Oates.

2. Membership update

Miss Hogg informed the Governors that she and Mrs Romartinez would be standing down from the Governing Board with immediate effect. Both Governors wished to formally record their sincere apologies to the Governors for the short notice.

Governors elected Mrs Joyce Jenkins as Chair for the remainder of the academic year.

3. Annual Declaration of Interests

The Registers of Governor and Staff Interests was circulated for completion by Governors and staff. The register would be updated by all parties and retained in school for audit purposes. Governor details would be published on the school website.

Governors noted that details of their attendance at full and committee meetings

were also required to be published. The Head agreed to manage this process.

Action: Head

4. Declaration of Interest in Agenda Items

Mrs Woods agreed to leave the meeting if any conflict with her employment arose within any agenda item.

5. Consideration and Adoption of Minutes

Minutes of the following full governing board meeting, having been circulated to the Governors, were adopted and signed as a true record:

- 6 March 2018

Minor amendments were recorded as follows:

- Mrs Bowen - should read Mrs Bone

6. Action Grid

The following actions that had been delegated to individuals, groups or committees at previous meetings were reviewed and updates received as follows:

- Mrs Wilson had trialled the BACS system, which was noted to be very successful and would be going live asap.
- The Clerk had completed the relevant paperwork associated with the appointment process of Mrs Pattison and Mrs Johnston.
- The Buildings committee and the Head continued to address plumbing and boiler issues.
- The Pod would be arriving early July (plan circulated). This would be heated, with electricity and water and have windows fitted at either end.
- Plumbing costs - Mrs Pattison had contacted Mr Wycombe, who had emailed back and confirmed that Branton were on the list for a new boiler. However, as the extension had been added by school the school, a contribution towards the cost would be expected. Governors discussed the fact that NCC had drawn up the plans and how relevant this was. They then noted that the boiler is not compliant with ventilation side of things, although it does work. Mr Oates continued to address.
- Mrs Wilson had not yet undertaken a Pupil Premium visit.
- Mrs Woods had undertaken a SEND M&E visit, although the actual report had not yet been written up.
- Mrs Pattison had not yet undertaken her M&E visit, as she was awaiting DBS clearance.
- Miss Plunkett had completed Safer Recruitment training.
- Mr Wilson and Mrs Wilson agreed to undertake M&E visit together.

Mr Oates

Mrs Wilson

Mrs Pattison

Mr/Mrs Wilson

- Mrs Jenkins and Mrs Johnston had undertaken M&E visit.
- Governors continued to address fundraising - The climbing wall had been booked for June, however, there had not been enough PTA members to supervise activities. It was agreed to revisit in the Autumn term.

PTA/Head

7. Other Matters Arising

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

8. Committee Minutes

Governors received the agreed minutes from the following committee meetings:

- Curriculum & Standards committee, dated 16/4/18.

Governors noted:

- **Governors asked if any applicants had been received for Apprenticeship?** - The Head confirmed this was not known as the forms go back to County.
- Staffing - Mrs Bennet had been appointed for the Kitchen (contracted for 16 hrs however, works around 20 hrs). **Governors asked if the quality of the food offered to the children had improved?** - The Head confirmed the improvement was vast and very noticeable. The children were enjoying the variety of food offered. The meals were balanced and a choice of fresh fruits and yogurts were offered daily. The majority of meals were cooked fresh each day. Governors noted a Kenwood Chef had been purchased to assist with preparation of meals.
- Teaching Assistant had been to support child with specific needs. Outside agencies had also been accessed for additional support. ECHP application ongoing.
- EYFS apprentice had been appointed.

9. 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 agreed that no changes were required.

10. Head Teacher's Report

Governors noted the Headteacher had not provided a written report due to her absence from school. However she did provide a verbal report.

Governors agreed/noted/questioned/discussed:

- SIP - The Head confirmed the next visit from Mr Love would be focusing on Behaviour and Wellbeing.
- Governors discussed at length high need requirements within the school

- and resources applied.
- Attendance - Figures currently stood at just above 95%, with the national average figure being 96%. Holidays in term time, exclusions and sickness continued to impact. Governors noted back stories were in place to justify some absences. **Governors asked how many term time holidays were taken?** - The Head confirmed there were quite a few, however, all had been authorised as there was justification reasons ie rural requirements etc.

11. Staffing

Staffing matters were covered under item 8, committees.

12. Safeguarding & Equalities

Governors noted Mr Love, the SIP, had undertaken a safeguarding visit. The Complaints Policy had been updated following advice from the DfE

13. Budget Update

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

Governors noted that the operational budget for 2018/2019, along with an indicative budget for 2019/2020 and 2020/2021 had been drawn up and submitted to County by 1 May 2018.

Governors noted:

- There was a positive contingency of approximately 23k
- Additional SLA's had been purchased to meet specific needs - SEND & GDPR compliance.

14. Governor's Reports

Governors noted reports were to follow.

15. School Voluntary Accounts

This item was due to be considered in the Autumn Term.

16. Serial & Persistent Complainants Policy

Governors noted that the new draft policy, in respect of serial and persistent complainants, had been previously adopted as per DfE guidance.

17. HR Update

Governors noted the latest update from the HR Service as well as new and

revised policies drawn up and (to be) agreed by School's Joint Unions on 8 May 2018.

Governors noted updates on :

- HR Service Level Agreement
- HR CPD Programme for School Leaders
- Social Networking Policy
- Alcohol & Substance Misuse Policy
- Whistleblowing Policy
- Carers in Work Policy

It was agreed to adopt the policies. Electronic copies of policies would be available on the Learning Together website.

Dignity at work policy would be shared with governors by the Head

Action: Head

18. Urgent Business

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

Mr Oates had undertaken H&S M&E visit.

Buildings - The Head and Mr Oates agreed to follow up issues.

Head/Mr Oates

19. Future Meetings

Governors agreed dates of future meetings as follows:

- Tuesday October 9 2018 at 4.30 p.m.
- Tuesday, 5 March 2019 at 4.30 p.m.
- Tuesday, 11 June 2019 at 4.30 p.m.

There being no further business, the meeting closed at 6.40 p.m.

INFORMATION ITEMS - Governors noted items available to the Chairs' and Vice-Chairs' meetings:

Termly Briefing Papers Including:

- **Apprenticeships & Traineeships**
- **Preparing for GDPR**
- **Local Area SEND Inspection**
- **Analysing School Performance & Dashboard**

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”.

Governors discussed at length disruptions to the school community caused by SEND children. The Head confirmed this was being managed by additional support.

Specific needs had not been met in prior setting.

SEND team and school have constant monitoring and reviews in place.

Branton had been chosen as a very inclusive school, however, space remained the main issue.

Nurture and support via school and external agencies as appropriate was offered.

Governors asked if there was any additional financial support?- The Head confirmed there was additional funding, however, this would be lost if the child moved to another setting.

There was lots of strategies in place to meet the specific needs of all the children.

Training had been undertaken by staff to ensure safety of all pupils. The school had received very positive feedback from facilitators, commenting how well the staff deal with any issues and how effective these were.

Governors asked how frequent were outbursts? - The Head confirmed these were pretty much

daily, but with minimal impact.

Governors asked how well the school managed parental comments? - The Head confirmed she met with parents on a one to one basis to discuss further and try and reassure.

The school were doing their best to ensure all pupils were given the best education.

Exclusions were noted to have risen across the County, particularly within the Primary phase.

A very positive environment is offered from Branton. However it was noted the school needed to be mindful that they did not become a victim of their own success.