

**BRANTON PRIMARY SCHOOL
GOVERNING BODY MINUTES SPRING TERM 2018**

Meeting: Tuesday 6 March 2018 4.30 p.m. in the School.

Present:

Mrs Joyce Jenkins
Mrs Zoe Ryan (Headteacher)
Mrs Abi Wilson
Miss Rachel Plunkett
Mrs Jan Johnston
Mr Tom Oates
Miss Gillian Hogg (Co Chair)
Mrs Lynne Romartinez (Co Chair)
Mrs Janice Woods
Mrs Wendy Pattison (Observer)

Also present: 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

1. Apologies for Absence

Apologies were received and consent given for the absence Mr Wilson.

2. Membership Update

Governors welcomed Mrs Pattison to her first meeting as a Co-Opted Governor. Clerk to instigate the relevant paperwork.

Governors noted the vacancy for a Co Opted Governor. Mrs Johnston was re-appointed and the Clerk agreed to carry out the relevant paperwork.

3. Declaration of personal or pecuniary interest in any agenda item

Mrs Woods and Miss Hogg agreed to leave the meeting should any pecuniary interest arise from their employment with the County Council.

Action by:

Clerk

Clerk

4. Consider and Adopt Minutes of Governing Body Meetings



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

- 7 & 28 November 2017

5. 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:

Governors noted Mr Oates & the Head were continuing to address boiler issues. Boiler. Mr Oates had spoken with Mr Jackson. Governors were saddened with the support from County. **Governors asked if the boiler was to stop functioning, whose responsibility would it be to rectify?** - The Head confirmed the school would be responsible. Governors were extremely concerned as the boiler was now omitting a sulphur like smell. The Head agreed to contact Mr Froud for further advice regarding the installation of carbon monoxide detectors as requested by Governors. Mrs Pattison agreed to liaise with Mr Wycombe.

Mr Oates and Mr Wilson had not yet undertaken a H&S learning walk

Mrs McCann had arranged for BACS system to be utilised by the school. Mrs Wilson agreed to trial.

The Head & Mrs Johnston had further considered staffing requirements.

Miss Plunkett & Ms Hogg had not yet completed Safer Recruitment training (next week) - Ongoing.

The Head & Ms McCann had submitted the SFVS to County.

Mr Wilson & Mrs Johnston had not yet undertaken M&E visit - Ongoing

Clerk had included Safeguarding & Equalities as an agenda item

Mr Oates, Mr Wilson and Ms Hogg had attended indicative budget meeting.

Governors continued to address fundraising The Head agreed to liaise with Mrs Woods regarding the climbing wall for the school fayre.

Head
Mrs Pattison

Mr Oates/Mr
Wilson

Mrs Wilson

Miss Plunkett/Ms
Hogg

Mr Wilson/Mrs
Johnston

Governors/Head
Mrs Woods

6. Other Matters Arising

The Governors discussed the following items:

- Ms Hogg and Mrs Woods advised the Governors of a complaint and the outcome (see part 2 confidential).
- Pecuniary interests - Governors noted the criteria for declaring any pecuniary interest.

7. Receive Minutes of Committee Meetings

- Governors noted there had been no committee meetings held during the term (exhaustive amount of staff time taken up with complaint).

8. 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.

Nursery committee

Mrs Lynne Romartinez

Mrs Abi Wilson

Mrs Bowen

Head

Miss Rachel Plunkett

Vacancy (Possible parent)

Curriculum & Standards - SEND

Mrs Joyce Jenkins

Mrs Jan Johnston

Mrs Janice Woods

Miss Rachel Plunkett

Head

Mrs Abi Wilson

Mrs Lynne Romartinez

Resources

Mr Tom Oates

Head

Mr Ross Wilson

Mrs Wendy Pattison

Ms Gillian Hogg

Mrs Jan Johnston

Mrs Joyce Jenkins

Agreed to subdivide (staffing, finance, H&S)

SCHOOL ACCOUNTABILITY ITEMS

9. Headteacher's Report

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

- Attendance Info
- Unit Manager JD
- Appendix 1 (Ofsted)
- Appendix 2 (SIP Report)

Items Under Discussion

- Feedback from External Sources
- Behaviour / Discipline / Exclusions
- Equalities
- Complaints
- Home School & Community Links
- Admissions & Leaver Destinations
- Quality of Teaching
- Performance Management
- Pay Progression
- Staff Absence
- Staffing
- Discipline & Grievance Issues
- Key Development Priorities
- Budget
- Premises / Buildings H&S Issues

Governors Agreed/noted/discussed/questioned

- PTA - Mrs Wilson informed the Governors the exact accounts were not yet available. The PTA continued to be very active, with lots of ongoing fundraising activities. Currently any funds raised were split 50/50 with the school.
- **Mrs Romartinez arrived at this point 5.45pm**
- Behaviour - Governors noted 1 fixed term exclusion had taken place and a diagnosis had now been secured.
- Equality - Governors noted the verbal update on current information of year groups and staffing.
- Numbers - Governors noted the school were hopeful of securing some yr 6 pupils. The Nursery was currently oversubscribed for September.
- Staffing - The Head confirmed the Apprentice appointment was very good and continuing through to level 3. Current position of resignations and appointments explained. Ms Hogg confirmed the current process for recruitment of newly appointed teachers. There was a potential for exploring links for PGCE through the University. The Head confirmed she had contacted Newcastle regarding a leadership course for Miss Plunkett. She further explained herself and the Deputy Head from James Spence would deliver the training to Miss Plunkett and 20 other candidates. A total of 4 schools would be involved in hosting the training (seahouses, st marys, swansfield park & James Calvert.
- Lunches - Governors discussed at length the current position and the quality of the meals supplied by Glendale Middle School, as these were very

unsatisfactory. The Head had held discussions with Glendale to improve the quality, however these had not improved at all. The Head had contacted Mrs Arnott from County for further advice and possible options. Mrs Arnott visited the school to inspect the kitchen facilities and offer staffing advice. Facilities A new cooker had been advised (PTA to fund). Governors discussed the Unit Manager JD as circulated. It was agreed to pupils would need to be supplied with balanced meals. It was agreed to withdraw from the agreement with Glendale Middle School and opt into a SLA with County to provide meals. From April 2018.

- Buildings - Governors noted as the staff would no longer be allowed into the kitchen, an alternative venue would need further consideration. The Head was currently investigating pods which would provide staff with kitchen facilities. It was felt the pod could double up for other uses (mtg room). DFC funds of approximately 11k were available, with pods costings approximately 6.5k. However there could be an installation fee added to the 6.5k. The Head Agreed to email brochure to Governors for further consideration. **Governors asked if H&S requirements would be met with kitchen equipment?** - The Head confirmed that all utensils etc would be stored in a cupboard. **Governors asked if the price included plumbing costs?** - The Head confirmed this would require further clarification and the Buildings committee agreed to carry this forward.
- Boiler - The Buildings committee also agreed to carry forward costings for replacement boiler and type etc.
- SIP Report - Governors noted Mrs Jenkins was not the Chair as detailed in the report.

Buildings Com

Buildings Com

Safeguarding & Equality Issues

Governors discussed Safeguarding and Equality issues as above.

10. 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 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 May 2018.

It was agreed that the Head & Mrs McCann would take this forward. Mrs Jenkins agreed to attend meeting.

The Head explained the new funding.
The SLA costs were circulated for information.

11. Governors Reports

Governors noted there were no monitoring and evaluation reports to consider. No reports available

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

Mrs Woods agreed to carry out a monitoring and evaluation visit and produce a report for the Governing Body focusing on SEND.

Mrs Pattison agreed to undertake a Learning Walk.

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

Mrs Wilson

LOCAL AUTHORITY REPORTS

Mrs Woods

12. HR Policies and Procedures

Mrs Pattison

Review of HR Service Level Agreement

Governors noted that the agreement was being reviewed and an update would be provided once the SLA for 2018/19 had been finalised.

Review of HR model policies and supporting documents

Governors noted that the HR team for schools were continuing with the review of the full suite of template policies and supporting documents. The review was to be completed by 31 August 2018 and reviewed annually, or more frequently as required, thereafter.

The model policies identified in this paper, having been reviewed and amended in line with the equivalent NCC policy had therefore already been equality impact assessed and approved by the relevant trade unions through the corporate policy formulation process. Governors also noted that those policies denoted by (S) signified that there was a statutory requirement for Governing Bodies to review their school policy.

Governors agreed to adopt/adapt the **Dignity at Work; Stress Management and Redundancy Policy (S)**.

Redundancy planning schedules

It was noted that these were available on Learning Together. However if a school specific timeline were required then the schools' HR Adviser could provide these.

Accessing template policies and supporting documents

These could be accessed via Learning Together.

CONCLUDING ITEMS

13. Urgent Business

There was no urgent business.

Governors discussed the following items of urgent business:

14. Dates of Future Meetings

Governors agreed dates of future meetings as follows:

- Summer Term 2018 - June 5
- Autumn term 2018 - October 9

There being no further business, the meeting closed at 6.30 p.m.

_____ **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'

Ms Hogg and Mrs Woods informed the Governors that a hearing had been held at County, regarding a parental complaint. Governors noted the hearing panel consisted of impartial Governors not associated with Branton Primary School at the request of the parent. It was further noted the Clerk of the Hearing panel was also impartial and not associated with Branton Primary School, this was also at the request of the parent. The panel had concluded the Head had followed the set procedures and agreed there was no case to answer. A final letter had been issued, detailing the outcome and advising the the complainant could further pursue the complaint directly with the Dfe (stage 3). Any further correspondence relating to the complaint would be dealt with by Miss Hunter and only Miss Hunter..