

# Minutes



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## GOVERNING BODY OF ALL SAINTS BENHILTON C of E PRIMARY SCHOOL

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### FULL GOVERNING BODY MEETING

Monday 13<sup>th</sup> June 2016 at 7.00 pm at All Saints Benhilton C of E Primary School

**Attendees:**

Mr M Rowland (Chair)	Mr M Munro
Mrs J Jones (Vice Chair)	Mrs M Southgate
Mrs R Sutton (Headteacher)	Mrs J Collingwood
Mrs C Jones (SBM)	Mrs P Hughes
Father P Harnden	Mr D Williams
Cllr M Heron	Mr M White
Mr B Cloves	

**Also in Attendance:** Mrs P Garry (Clerk)  
Mr S Arnold

**Apologies:** Mr M Rowland Mrs S Nickson  
Mr S Collinson

The meeting opened with prayers. *Governors' comments/questions are shown in Italics*

	ITEM	ACTION BY
1.	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received from and Mr Martin Rowland, Mr S Collinson and Mrs S Nickson and were consented.	
2.	<b>DECLARATIONS OF CONFLICTS OF INTEREST</b>  There were no items of conflicts of interest.	
3.	<b>GOVERNING BODY MEMBERSHIP</b>  Mr Arnold (Foundation Governor) had agreed to be re-appointed and continue as Treasurer for an additional term. The PCC meeting on Wednesday 15th June will be asked to formalise his appointment. Therefore, Mr Arnold was an Observer at this meeting.  <b>RESOLUTION: Governors agreed to the appointment of Mr Arnold as a Foundation Governor for a period of four years, subject to PCC formal approval.</b>	

<p>4.</p>	<p><b>CRIMINAL RECORDS CHECKS FOR SCHOOL GOVERNORS</b></p> <p>The Bursar confirmed that DBS checks were all underway and/or completed.</p> <p><b>Action: Governors who need to provide additional evidence and/or bring in the original copies of their DBS clearances to do so by the end of term.</b></p>	<p>All Govs</p>
<p>5.</p>	<p><b>MINUTES FROM PREVIOUS MEETING HELD ON 22<sup>ND</sup> FEBRUARY 2016</b></p> <p>The minutes of the meeting held on 22<sup>nd</sup> February 2016 were agreed and signed subject to the following amendment.</p> <p>Item 1 – Apologies for Absence –correction of spelling.... Father Harnden.</p> <p>All actions were noted to have been completed and/or updates are covered under this agenda.</p>	
<p>6.</p>	<p><b>MINUTES OF COMMITTEE MEETINGS</b></p> <p><b>Curriculum Committee – 21<sup>st</sup> May 2016</b></p> <p>The highlights were presented:</p> <p><u>Assessment</u></p> <ul style="list-style-type: none"> <li>• The tracking and progress committee had met and up to date information was available. It is very difficult to really see where children are, or will be, due to the nature of the new assessment process.</li> <li>• Moderation had taken place (on13th June) of the KS1 data. Every decision made by the school was ratified. The Headteacher explained that the new system was a “tick box” exercise whereby every single statement has to be achieved by children. The problem occurs when some of the curriculum material has not yet been covered. If children have achieved up to 33% they are said to be Working Towards (Emerging), if they have achieved between 33% and 99% they are Developing and only if they have 100% are they classified as Secure.</li> <li>• It was noted that the Year 1 Reading progress was low. The Headteacher explained that this is because the teachers have been very harsh in their judgements (one more so than the other). It is believed this is due to a lack of confidence in committing to ticking off a statement until the end of the year.</li> <li>• <i>A governor asked whether the difficulties would be resolved</i> and was advised that is has been a learning process and the school now know that SIMS can do more and therefore from September it will be possible to show term on term if children are Emerging, Developing or Secure for that term.</li> <li>• <i>A governor asked who was overseeing the situation in Year 1</i> and was advised that key stage leaders were doing so and that, before the end of the school year, the in-house moderation system will ensure that every level is looked at closely.</li> <li>• <i>A governor asked how other schools were doing</i> and the Headteacher explained that the moderators had said that they had a very positive experience during their visit and that this had not been the case at all</li> </ul>	



**strategy to maximise children’s learning throughout the school will be put in place”**

Inclusion

- The impact of SEN on the budget was discussed and the fact that the school has to meet the first £6,000 of costs for Education Health Care Plans.

Science Policy

- The Science Policy has been updated to include the new curriculum

**RESOLUTION: Governors ratified the Science Policy**

Healthy Eating Policy

- *Governors pointed out that the word “nurture” (not “celebrate” needed to be inserted under the mission statement*

Anti-Bullying Policy

- The policy had minor changes.

**RESOLUTION: Governors ratified the Healthy Eating and Anti-Bullying Policies**

Equality Act Objectives

It was noted that it is very difficult to recruit people to join the governing body but efforts will continue.

Governors Day

- This will take place on 23<sup>rd</sup> June.
- All governors will visit their areas (a sheet was passed around for governors to indicate which times would best suit them).
- Some governors will look at the post-Ofsted action plan targets to monitor progress

Governor Training

- There is one module left towards the Bishop’s Certificate and Mr Rowland is due to attend.

**Faith Group**

- The Faith Group had met to discuss the new RE Syllabus (developed by the SDBE).
- The syllabus will be brought in from September this year.
- The main changes were the inclusion of other faiths which will be covered across KS1 and KS2 (not Foundation stage) and the Headteacher talked through which religions would be covered, and at which point in the year.
- *A governor asked if the syllabus included the PHSE subjects and was advised that it did not and that this is covered separately alongside.*
- The new syllabus is similar to the national curriculum but with a higher weighting towards Christianity.

**RESOLUTION: Governors ratified the RE Syllabus for introduction in September**

## Finance Committee – 16<sup>th</sup> April 2016

The highlights were presented, including:

### School Trips Contribution

- This had been changed to a one off payment. There has now been 93% contributed compared to 70% at the same time last year. *Governors congratulated the Bursar on this massive improvement.*

### 2015/16 Budget.

- The budget had been reviewed and the outturn was a £58k carry forward. Some of the carry forward from the previous year had been used but there had been a lot of improvements carried out and there was also a long term sickness issue which had impacted on the budget.
- Capital Budget. All of this had been spent.

### Maintenance Fund

- Contributions were now up to 82% with 12% outstanding and 6% excluded. There had been one class with 100%. The Bursar has worked extremely hard in chasing the payments and governors thanked her for this.

### Ground Maintenance

- There is a new ground maintenance contract with Ark Tree Care Services which is proving to be very successful.

### Critical Incident Plan

- This had been reviewed and only minor changes e.g. names, made.

### **RESOLUTION: Governors ratified the Critical Indicant Policy**

### Best Value Statement

- This had been reviewed and only minor changes made.

### **RESOLUTION: Governors ratified the Best Value Statement**

### 2016/17 Budget

- The Chair of Finance explained that a first draft of the new budget had been produced and it was clear that there would be a lot of challenges and would leave almost no carry forward. The second draft now shows a carry forward of £33k. Governing bodies aim to work to a 3%-6% as a contingency. The figures are still being scrutinised and there will be bi-monthly reviews of the budget by the Bursar, Headteacher, Chair of Finance and Chair of Governors in order to closely monitor the situation this year.
- *A governor asked how much the contingency would be with a carry forward of £33k and was advised that this equates to only around 2% and the projection for next year is similar.*
- The figures do include provision for a member of staff who is on maternity leave and another on long term sick so the situation could change for the better. *A governor asked whether a new member of staff would have to be recruited if the member of staff on maternity leave did not return and was advised that there would not be a need although the*

school would still need agency cover for supply. *A governor asked if the aim was to have in-house supply cover* and it was confirmed that this would be the ideal but was not financially viable at the present time.

- *A governor asked if there was a target for cost savings* and was advised that there was no specific target but the budget would be monitored closely to look for opportunities to save money. *The governor asked what sort of impact this might have* and an example was given whereby children are not all given textbooks where there is online access to resources. It was further explained that the biggest expenditure is on staff – around 91% of the budget.

**RESOLUTION: Governors ratified the adoption of the 16/17 Budget subject to the close scrutiny of governors and the school going forward.**

All other items in the Financial Newsletter were noted.

**Action: The Governors Allowance Policy would be discussed at the next Finance meeting in the Autumn term.**

MM

#### **Premises Committee – 21<sup>st</sup> April 2016**

The highlights were presented:

##### Site Supervisors

- The former site supervisor had resigned and governors expressed their thanks for all his hard work.
- An inspection of the school took place with the new Site Supervisors. They are both working really well. *A governor asked what hours they were working* and it was clarified that they were 35 and 28 hours respectively (as Lisa had retained her midday supervisor role)

##### Terms of Reference

- There was only a change of date made.

**RESOLUTION: Governors ratified the Premises Terms of Reference.**

##### Provision of Room for Music

- It was considered that there might not be a need for soundproofing as there is a cloakroom area and cupboard on the adjoining wall. *A governor expressed his view that the school should consider the installation of sound proofing carefully in terms of disturbance to neighbours and the nearby classroom.* There was also a question of where the Headteacher and/or Bursar would go if a meeting was needed to be held in their office. It was explained that there are other free computers that could be used.

##### ELSA Room

- New temporary windows have been put in the door and the permanent ones will be installed later.

##### Five Year Premises Plan

- This will be further reviewed and developed at the next Premises meeting.

	<p><b>Personnel Committee – 11<sup>th</sup> May 2016</b></p> <p><i>See Confidential Minutes</i></p>	
7.	<p><b>FINANCIAL ISSUES</b></p> <p>All financial items are covered in Item 6, Finance Committee.</p>	
8.	<p><b>REPORT OF THE HEAD TEACHER</b></p> <p>The Headteacher presented her report, which had been circulated previously. Questions were invited and the Headteacher highlighted:</p> <p><b>Assessment Without Levels</b> This had been detailed under the Curriculum Committee report.</p> <p><b>School Places</b> There is one vacancy in Reception as a child did not take up the place due to wraparound care. The place will be filled by another child. It was noted that mobility is much higher with families moving out of the area for cheaper housing.</p> <p><b>Staffing</b> HLTAs are working well and supporting the AHT with inclusion.</p> <p>Maternity leave has been covered through an agenda. <i>A governor asked if the school were able to negotiate good rates</i> but was advised that it is very difficult to get staff so the agencies won't negotiate and often charge high rates.</p> <p>There will be more SLT support (1 extra day per week)</p> <p>The Headteacher advised that the school had done very well in ensuring that they were fully staffed for September.</p> <p><b>Attendance.</b> <i>A governor asked if there had been any changes in parents' attitudes since the publicised court case.</i> The Headteacher advised that she was still getting requests and still not approving them. An email had been issued by the DfE saying that it was the Head's decision to make. The Headteacher said that there were some genuine cases where parents were not allowed by their employers to take their leave in August.</p> <p><b>RESOLUTION: The Headteacher's report was noted.</b></p>	
9.	<p><b>GOVERNORS' ANNUAL STATEMENT TO PARENTS (NEWSLETTER ITEM)</b></p> <p>It was noted that this may need to be re-visited and, therefore, would be discussed at the Chair's meeting.</p>	

10.	<p><b>SUTTON EDUCATION AND SERVICES TO SCHOOLS ‘SPIN OUT’ FROM LA – COMMITMENT IN PRINCIPLE (Newsletter Item)</b></p> <p>The Headteacher explained that schools are being asked to decide if they want to join the new company which is proposed to be established and up and running by September, dependent upon the Council’s CFE Committee approval. There were still some uncertainties about exactly what this would mean for schools. The Chairs of Committees will meet on 23<sup>rd</sup> June to discuss this further.</p>	
11.	<p><b>SCHOOL SELF EVALUATION</b></p> <p><b>Summary SEF</b> The Headteacher explained that the grading was still 2 for everything. Teaching across the school is good with some outstanding practice. Gradings are no longer made on individual lessons but on practice as a whole.</p> <p><b>Main SEF</b> The Headteacher advised governors that there had been cluster wide moderation of assessment.</p> <p><i>A governor asked how far down the “Building Learning Power Route” the school would go. The Headteacher stated that it had not been further discussed but that she would do so with SLT and bring the information to the next Curriculum Committee. It was also agreed that the sentence would be re-worded to say “.....school wide strategy to maximise children’s’ learning”</i></p>	
12.	<p><b>SCHOOL PRIORITIES AND THE SCHOOL DEVELOPMENT PLAN (SDP)</b></p> <p>This item was covered in the Curriculum Committee, Item 6</p>	
13.	<p><b>HEADTEACHER’S ANNUAL SAFEGUARDING REPORT TO GOVERNORS</b></p> <p>The DSL has the latest audit tool. There are some new statutory responsibilities for governors from September and this needs to be explored.</p>	
14.	<p><b>APPROVAL OF SCHOOL CLOSURE DATES AND EDUCATIONAL VISITS</b></p> <p><b>School Closure Dates</b></p> <p>The proposed dates were listed in the Headteacher’s report.</p> <p><b>RESOLUTION: Governors agreed the proposed school closure dates.</b></p>	

	<p><b>Educational Visits</b> The Headteacher explained why there had been a change from Sayers Croft for the Year 5 visit and that the new venue Carrot Wood was run by a Christian organisation called Rock UK. Children will have a much more personal/social experience with lots of activities to encourage confidence building. There is also a daily reflection time.</p>	
15.	<p><b>PUPIL PREMIUM AND PE AND SPORTS PREMIUM</b></p> <p>The information had been circulated to governors and will be uploaded to the website.</p> <p>The Headteacher explained that last year the school funded additional teaching staff instead of HLTA staff to improve the teacher/pupil ratio. There are 10 TA hours per week funding to address specific learning needs.</p> <p><b>RESOLUTION: Governors noted the Pupil Premium report.</b></p> <p><b>Sports Premium</b> The school buys into the Sutton School Sports Partnership which enables cross borough competitions, training and CPD for staff.</p> <p><b>RESOLUTION: Governors noted the Sports Premium report</b></p>	
16.	<p><b>GOVERNOR VISITS TO SCHOOL</b></p> <p>This item was discussed under Item 6, Curriculum Committee.</p>	
17.	<p><b>GOVERNOR TRAINING</b></p> <p>This item was discussed under Item 6, Curriculum Committee.</p>	
18.	<p><b>SCHOOLS FORUM</b> Governors noted that the items discussed at the Schools Forum held in the Summer term and that agendas and minutes are available on Sutton Council website <a href="https://www.sutton.gov.uk/info/200130/education_schools_and_nurseries/1387/schools_forum">https://www.sutton.gov.uk/info/200130/education_schools_and_nurseries/1387/schools_forum</a></p>	
19.	<p><b>FORUM OF SUTTON GOVERNORS</b></p> <p>It was noted that minutes of the forum meeting are available at <a href="http://www.forumsuttongovernors.co.uk">www.forumsuttongovernors.co.uk</a></p>	
20.	<p><b>CORRESPONDENCE TO THE CHAIR AND CHAIR'S ACTION</b></p> <p>There had been no correspondence or Chair's action.</p>	
21.	<p><b>UPDATE ON SDBE MULTI ACADEMY TRUST</b></p>	

### **Academy Status**

The Headteacher had attended a meeting led by Colin Powell. A MAT has already been established by SDBE.

It was stated that for a MAT to be financially viable there must be 6,000 pupils. *A governor asked if a MAT could be formed with Sutton primaries* but it was explained that the Diocesan MAT would be the overarching board and some schools will be joining in September. The Headteacher further explained that if a separate MAT was set up then ASB would have to be the “hub” school and then other schools (church and non-church) could join. However, ASB could not join another non-church school MAT due to the issues of the ownership of the school land. The school could join a co-operative trust but would not have voting rights.

There are still some single academy trusts. The Diocese have said that they will support every school regardless of what they choose to do. The Headteacher expressed the view that the governing body should seriously consider joining a trust as the LA services are disappearing.

*A governor asked what services would be provided under a MAT.* The Headteacher said that this was unclear at the moment but that it is expected as more schools join they would be able to provide more services. Currently the school has already expressed an interest in a support package from the Diocese at a cost of £3,000 per year. This will include Head teacher Appraisal.

*A governor asked whether, as part of a MAT, general policies would be decided by the MAT board* and was advised that this would be the case.

*Governors felt that it would be better to make a decision now.*

The Headteacher advised that she would be meeting again with Sutton Heads this week to discuss this further.

*A governor asked whether the Diocesan MAT would include non-church schools* and was advised that at the current time, it is only church schools that are being invited to join. *Governors felt it would be useful to hear other school’s thoughts and agreed that it did seem more logical to join a pre-existing MAT.* A governor added the caution that the governing body would lose a lot of control as the major decisions would be made by the Trust Board.

**Action: A committee of governors will be formed to discuss this in more detail. The Headteacher will invite Colin and Carol from the Diocese to attend.**

*A governor asked whether there was any news on the new secondary school* and was advised that it would be decided in September.

**RS**

22.	<p><b>DATE OF NEXT MEETINGS</b></p> <p><b><u>Autumn Term 2016</u></b></p> <p>Full Governing Body Meeting 17<sup>th</sup> October 2016 at 7pm</p>	
23.	<p><b>CONFIDENTIAL MATTERS</b></p> <p>Item 6. Personnel Committee</p>	
	<p><b>ANY OTHER BUSINESS</b></p> <p><b>Governors wanted to record thanks to Wendy Hayter for all her hard work in the school and to wish her success in her future role.</b></p>	

Closing Time of Meeting: 9.45pm

Chair's Signature ..... Date .....