

Minutes



GOVERNING BODY OF ALL SAINTS BENHILTON C of E PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Monday 19th October 2015 at 7.00 pm at All Saints Benhilton C of E Primary School

Attendees:

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

Also in Attendance: Mrs P Garry (Clerk)

Apologies: Father P Harnden
Mrs S Ferns (Associate Governor)

The meeting opened with prayers.

A presentation was given on the new Assessment without Levels system by the Headteacher

	ITEM	ACTION BY
1.	APOLOGIES FOR ABSENCE Apologies were received from Father Peter Harden and Ms Sharon Ferns and were consented.	
2.	APPOINTMENT OF CHAIR/VICE-CHAIR The clerk to the governors requested nominations for the position of Chair. Nomination was received for Mr M Rowland. RESOLUTION: to elect Mr M Rowland as Chair to hold office until Autumn 2016. Mr Rowland requested nominations for the position of Vice-Chair. Mrs Jones was willing to stand again. RESOLUTION: to elect Mrs J Jones as Vice-Chair and to hold office until Autumn 2016.	

3.	<p>DECLARATIONS OF CONFLICTS OF INTEREST</p> <p>There were no items of conflicts of interest.</p>	
4.	<p>ANNUAL DECLARATION OF INTEREST</p> <p>Governors were asked to complete the new declaration forms. More information is now required to be published on the website including committee structures, governor's business interests and attendance at meetings. The School Business Manager is collating all the information.</p>	
5.	<p>GOVERNING BODY MEMBERSHIP</p> <p>Mr Simon Collinson was welcomed to the meeting as a new Foundation Governor with effect from 30th September 2015 for a four year term.</p> <p>Cllr Heron had been put forward by the LA for the position of LA Governor. The governing body were to consider her appointment to the governing body.</p> <p>Governors were encouraged to put forward Associate members for committees where the nominee had knowledge, skills and experience relevant to that committee.</p> <p>RESOLUTION: Governors agreed to the appointment of Cllr Heron for a four year term effective from 19th October 2015.</p> <p>Committee Membership</p> <p>Sharon Ferns is leaving at Christmas. The new AHT, Karen Stanley-Bristow will be starting in her new role in December but is already an Associate governor so will continue in this role and be asked to join the Personnel committee.</p> <p>A governor questioned whether there were enough governors on committees to be quorate. It was confirmed yes in all cases.</p> <p>Action: RS/MR to amend Committee list to reflect new categories of governor and new membership.</p>	RS/MR
6.	<p>MINUTES FROM PREVIOUS MEETING HELD ON 15TH JUNE 2015</p> <p>The minutes of the meeting held on 15th June 2015 were agreed and signed.</p> <p>All actions were noted to have been completed with the exception of the drawing up of the new Committee List. This is noted as an action under Item 5 above. The safeguarding training is still to be arranged.</p>	
7.	<p>MINUTES OF COMMITTEE MEETINGS</p> <p>Finance Committee –21st September 2015</p>	

The highlights were presented:

- Refurbishment agreed in June had been completed.
- Current Budget had been presented with a predicted carry forward of £85k. The school will continue to work towards a 3%-6% carry forward.
- The PE grants and UFSM grants had come in.
- Capital budget is now £8k
- Maintenance fund – 269 parents paid, 50 didn't pay (of which it was considered 20 were unable). This equates to an 84% payment rate which was considered to be good and is an improvement on 2 years ago when the rate was 70%.
- Governors were asked for £8k to cover payments to the SDBE for maintenance.
- Standing order dates were brought forward to the 1st October. 68 forms have been returned with 12 outstanding. The Headteacher will chase these. The bank has also mislaid some forms so they will need to be completed again.
- School trips were discussed in respect of the £6k loss this year (previously detailed in the Summer term FGB). The Finance Committee are proposing a £15 charge per child to cover all trips. **A governor asked what this included** and it was explained that it covered everything except residential trips. The School Business Manager had carried out detailed analysis and the average amount per child was £15. The Headteacher asked for clarification from governors about what action to take if parents didn't pay. **Governors agreed that parents would have to pay and if not, they would be charged for each individual trip.** It should be made clear that this could result in a higher cost. The proposal was that parents would be asked to pay this amount in November. **A governor expressed concern that this was not a good time as it was the run up to Christmas** but it was pointed out that parents have the maintenance fund to pay in September.
- The Responsible Officer's report is due in November.
- Dates for 2016 meetings listed under item 23.

Premises Committee – 17th September 2015

The highlights were presented:

- Remedial works were carried out to the hole in the playground. A crack has since appeared but is considered to be settlement.
- A Fire Drill will take place before Christmas.
- Cllr Heron and Jane Jones had carried out an inspection and identified some minor things.
- More space is needed for a music room following expansion. The possibility of using the bin store is not an option due to the cost of conversion. Governors discussed the use of the small classroom at the front of the building and the proposal that the School Business Manager moves into the Headteacher's office. **A governor asked whether a suitable space might be available at the Church** but it was explained that they do not have enough space as it is and use a school classroom for parish meetings. **A governor asked about the outside space** but it was confirmed that this is used by year 6 children in the Summer. The Premises committee will consider how to address

this issue at the next meeting as something needs to be in place by 2017.

The Vice-Chair asked whether the issue of the plastic strips being loose on some carpet tiles had been addressed. The School Business Manager confirmed that two quotes had been received and another quote was required, at which point the work could be arranged.

Personnel Committee – 30th September 2015

See Confidential Minutes

Curriculum Committee – 24th September 2015

The highlights were presented:

- It had been agreed to include another Christian parent on the Faith Group but the committee agreed to expand membership of the faith group by inviting a Muslim parent, a Hindu parent and a parent of non-faith. Governors were asked to ratify this decision.

RESOLUTION: Governors agreed to the expanded membership of the Faith Group

- Strategic Targets for 2015/16 were in light of Ofsted observations. The Headteacher has produced a post-Ofsted Action plan. The committee have proposed that all governors share the monitoring of the targets within this plan by taking on an area each. This would involve emailing and/or meeting with the Headteacher to discuss progress. The following criteria/governors were identified.

Criteria	Governor/s responsible for monitoring
School Improvement Plan Targets will be SMART, so that success can be measured and celebrated.	M White/
High attaining children will make at least good progress throughout the school.	D Williams
Pupil Premium Pupils will make the same progress as non Pupil Premium Pupils	J Jones
Teaching and Learning and Progress will be consistently Good to Outstanding across all classes in the school.	M Rowland
Marking and Feedback, and response to marking will move learning on in every classroom	M Southgate
Data will be used sharply to check progress of different groups (Girls, Boys, PP, SEN, EAL, HA)	B Cloves
Teaching Assistants make a Good contribution to teaching and learning in every classroom	S Nickson
Handwriting will be consistent and progressive throughout the school	M Heron
Pupils and parents will consider homework to enhance learning and will enjoy carrying it out.	P Hughes

- The end of year data was very pleasing, KS2 was as expected. The Foundation Stage data is now in a different format. All the documents are on the Cloud. **Governors appreciated the new format as it was**

much clearer and easier to make comparisons with local and national data. A governor asked about the percentages and how they related to numbers of children. It was explained that one child equates to around 1.5% in EYFS. ***A governor asked where Sutton sat against the national figures*** and the Headteacher explained that Sutton were higher than the national average. It was also noted that most children are making above expected progress. The gaps were being closed for boys and for Summer born children. The interventions had a real impact.

- School SEF, SIAMS review meeting is to be held on 24th November.

- **Policies**

A lot of policies were reviewed by the Headteacher and committee. Most had minor changes to be made with the exception of PSHE and Citizenship (including an Appendix on SRE). There is also a new PE Policy. All the policies had been published on the cloud for governors to see.

There was a new policy Preventing Extremism & Radicalisation which had been drawn up based on the Diocesan policy.

A governor asked how well versed the staff are around the radicalisation agenda. The Headteacher advised that she is attending training on 6th November and will then cascade to staff. Jenny Rowley is also available to come and speak to staff.

Governors suggested that once the policy is circulated staff are asked to sign a sheet in the staff room advising that they have read and understood it.

Action: Headteacher to circulate Preventing Extremism & Radicalisation Policy and arrange for a signature sheet for staff to sign.

RS

A governor also asked for guidance in widening governor's knowledge in this area around their statutory duties. The Headteacher explained that Governor Support are offering some training on 4th November at 7pm.

Action: The Training Link Governor will try and book governors onto the session.

PH

The Science Policy will be addressed at the next meeting.

RESOLUTION: Governors agreed all the policies reviewed as listed in the Curriculum Committee minutes.

- **The Bishop's Certificate**

The school has to have at least 2 governors attend 7 out of the 9 courses available. A governor is needed to attend the Self Evaluation and Inspection course on 25th November (Chair already attending) – Mr Munro offered to attend.

Admissions Committee

- The Chair explained that there had been no formal meeting apart from

	<p>a review of the Policy on the 30th September. Over the past 3-4 years there have been 200+ applications and the foundation applicants were well in excess of 42 available. Open places this year were offered up to 250m from the school but had gone up to 450m in <i>other</i> years with more vacancies. The committee have been looking more specifically at whether the school serves the community, foundation places and where they come from. After the review, there were no changes made to the policy.</p> <ul style="list-style-type: none"> • There were one or two vacancies in Nursery but it is now expected that nursery will be full in January. • At a recent seminar it was advised that some things should be included in the Admission Policy, the first being that where Looked After Children (LAC) are mentioned it must also say “previously LAC”. There was also an addition in relation to education out of the normal age group. A governor asked what the term “previously LAC” actually meant and the Headteacher explained it is in reference to children previously Looked After by the Local Authority who have since been Adopted. <p>RESOLUTION: Governors agreed the Admissions Policy with the revisions discussed.</p> <p>Chairs of Committees Two meetings had been held – one to discuss the Ofsted priorities at the end of the Summer term and another in September to discuss the change from one Deputy Headteacher to two Assistant Headteachers.</p>	
8.	<p>FINANCIAL ISSUES</p> <p>There were two items added to the Schools Financial Value Statement to be signed in January. All financial items are covered in Item 7 Finance Committee.</p>	
9.	<p>REPORT OF THE HEAD TEACHER</p> <p>The Headteacher presented her report, which had been circulated previously. Questions were invited.</p> <p>The Headteacher highlighted:</p> <ul style="list-style-type: none"> • Assessment results – as previously discussed. A governor asked if they were as expected and the Headteacher confirmed that they had been as predicted or better, with the exception of one result in KS1 for a high attainer which had been slightly below. • Staffing – the Headteacher was really pleased with having a full staff team of quality teachers and four NQTs who are enthusiastic and talented. A governor asked about the amount of new staff at the school and suggested that it might be good if the governors could visit and meet them. <p>Action: Governors to attend a Governors’ Day on 12th January. Details to follow.</p>	ALL GOVERNORS

	<ul style="list-style-type: none"> • Educational Visits The Headteacher explained that it had not been possible to get the Year 3 Summer camp booked and that it might now need to be in the Spring term. <p>RESOLUTION: Governors agreed that the Year 3 camp could take place in the Spring term.</p>	
10.	<p>REVIEW OF POLICIES</p> <p>Policies covered under Item 7. Committee Minutes.</p>	
11.	<p>OFSTED FRAMEWORK</p> <p>Governors had noted the information on the new framework and that training would be offered through the Diocese.</p>	
12.	<p>SCHOOL SELF EVALUATION</p> <p>There is a separate meeting to be held on 24th November to discuss the SEF.</p>	
13.	<p>SCHOOL PRIORITIES AND THE SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>This item was covered in the Curriculum Committee in Item 7.</p>	
14.	<p>ANNUAL SAFEGUARDING REPORT AND NEW SAFEGUARDING GUIDANCE</p> <p>This item was already covered under Item 7 Curriculum Committee and it was confirmed that the audit had been sent to the borough.</p>	
15.	<p>APPRAISAL ARRANGEMENTS</p> <p>These were covered under Item 7 Appraisal Committee.</p>	
16.	<p>PAY POLICY</p> <p>This has been updated for 2015/16 including the Government 1% increase across all salaries and the School's enhanced ranges. It was noted that an option to put T6 up by 2% was available; Governors and the school have decided to keep it at 1%. The Appraisal Committee agreed the enhanced option twice last year and similarly again this year for outstanding performance. A governor noted that everything had been updated in the policy but the UP scale is not showing.</p> <p>RESOLUTION: Governors agreed the updated Pay Policy for 2015/16 with the addition of the missing UP scale.</p>	

17.	<p>REVIEW OF PUPIL ACHIEVEMENT</p> <p>This item was covered under Item 7. Curriculum Committee and Item 9. Headteacher's report.</p>	
18.	<p>GOVERNOR VISITS TO SCHOOL</p> <p>There had been no individual visits to report on. Governors Day will be arranged for 12th January 2016.</p>	
19.	<p>GOVERNOR TRAINING</p> <p>This item was discussed under Item 7 Curriculum Committee.</p>	
20.	<p>SUTTON SPECIFIC ITEMS</p> <p>Schools Forum It was noted that Colin Stewart, Executive Head of Education and Early Intervention gave a verbal update at the Chairs' Briefing.</p> <p>Forum Of Sutton Governors It was noted that minutes are available at www.forumsuttongovernors.co.uk</p> <p>Action: Simon Collinson agreed to be the governor representative on this forum.</p> <p>Feasibility Study Update noted.</p> <p>Inclusion Review Update noted.</p>	SC
21.	<p>CORRESPONDENCE TO THE CHAIR AND CHAIR'S ACTION</p> <p>There had been two items of correspondence – one in respect of admissions and another about some incidents within the classroom. The second letter had been sent directly to the Chair of Governors via Governor Support rather than through the Headteacher.</p> <p>Appropriate responses had been sent to both items of correspondence.</p>	
22.	<p>ANY OTHER BUSINESS</p> <p><i>Governors' Code of Conduct</i> This has been updated in accordance with new legislation and is published on the Cloud. Some information about the use of Social Media had also been included.</p> <hr/> <p>RESOLUTION: Governors agreed to adopt the Code of Conduct.</p>	

	<p>Remedial Work Required to Windows and Fascias Funding had been obtained and was originally to be used to replace the majority of the windows. This was previously discussed in May. However a recent inspection had shown that the fascias were in a very bad condition and would need to take priority. Therefore governors were asked to agree to the replacement of the south facing windows, the gable ends and as much of the fascias as funding would allow.</p> <p>RESOLUTION: Governors agreed for the revised use of the funding for the purposes above.</p> <p>Thanks to all Staff Governors asked for their appreciation to be passed on to all staff for their dedication and hard work which had resulted in the fantastic Ofsted result.</p>																																			
<p>23.</p>	<p>DATE OF NEXT MEETINGS</p> <p>SEF/SIAMS Review Meeting on 24th November 2015 at 7pm.</p> <p>All meetings for the coming two terms are listed below:</p> <p><u>Spring Term</u></p> <table data-bbox="260 884 1117 1108"> <tr> <td>Governors' Day</td> <td>12th January 2016</td> </tr> <tr> <td>Finance Committee</td> <td>18th January 2016 at 5.15pm</td> </tr> <tr> <td>Curriculum Committee</td> <td>21st January 2016</td> </tr> <tr> <td>Personnel Committee</td> <td>27th January 2016 at 4.15pm</td> </tr> <tr> <td>Premises Committee</td> <td>TBA</td> </tr> <tr> <td>Full Governing Body Meeting</td> <td>22nd February 2016 at 7pm</td> </tr> </table> <p><u>Summer Term</u></p> <table data-bbox="260 1176 1069 1400"> <tr> <td>Finance Committee</td> <td>26th April 2016 at 5.15pm</td> </tr> <tr> <td>Personnel Committee</td> <td>11th May 2016 at 4.15pm</td> </tr> <tr> <td>Curriculum Committee</td> <td>12th May 2016</td> </tr> <tr> <td>Finance Committee</td> <td>17th May 2016 at 5.15pm</td> </tr> <tr> <td>Premises Committee</td> <td>TBA</td> </tr> <tr> <td>Full Governing Body Meeting</td> <td>13th June 2016 at 7pm</td> </tr> </table> <p><u>Autumn Term 2016</u></p> <table data-bbox="260 1467 1165 1657"> <tr> <td>Finance Committee</td> <td>20th September 2016 at 5.15pm</td> </tr> <tr> <td>Curriculum Committee</td> <td>22nd September 2016</td> </tr> <tr> <td>Personnel Committee</td> <td>27th September 2016 at 4.15pm</td> </tr> <tr> <td>Premises Committee</td> <td>TBA</td> </tr> <tr> <td>Full Governing Body Meeting</td> <td>17th October 2016 at 7pm</td> </tr> </table>	Governors' Day	12th January 2016	Finance Committee	18 th January 2016 at 5.15pm	Curriculum Committee	21 st January 2016	Personnel Committee	27 th January 2016 at 4.15pm	Premises Committee	TBA	Full Governing Body Meeting	22 nd February 2016 at 7pm	Finance Committee	26 th April 2016 at 5.15pm	Personnel Committee	11 th May 2016 at 4.15pm	Curriculum Committee	12 th May 2016	Finance Committee	17 th May 2016 at 5.15pm	Premises Committee	TBA	Full Governing Body Meeting	13 th June 2016 at 7pm	Finance Committee	20 th September 2016 at 5.15pm	Curriculum Committee	22 nd September 2016	Personnel Committee	27 th September 2016 at 4.15pm	Premises Committee	TBA	Full Governing Body Meeting	17 th October 2016 at 7pm	
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<p>24.</p>	<p>CONFIDENTIAL MATTERS</p> <p>Item 7. Personnel Committee</p>																																			

The meeting closed with the words of the Grace

Closing Time of Meeting: 10.10pm

Chair's Signature Date

Initials of CoG: