

**APPROVED MINUTES – SUMMER 2012****ENCLOSURE A****ALL SAINTS BENHILTON PRIMARY SCHOOL GOVERNING BODY**

Minutes of the meeting of the governing body held at All Saints Benhilton Primary School on Thursday 18 June 2012 at 7.30pm.

Members: (*Absent)	* Mr M Rowland (Chair) Mr S Arnold Mrs J Jones Mrs S Nickson Mr N Payne Mrs M Southgate Mrs C Northfield Father P Harnden	Mr M White Mrs R Sutton - Headteacher Cllr M Heron Mr M Hayward Mr M Munro Mr C Paraschildis Mrs J Fortune
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Also present:	Mrs S Ferns Mrs J Saddington	Associate Governor Clerk to the Governors
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**16/12 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Rowland.

In accordance with the School Government Regulations, the governors decided whether or not to give their consent to the absence of each governor not present.

**RESOLUTION: to give consent to the absence of Mr Rowland.**

**JS**

**17/12 CONSTITUTION AND APPOINTMENTS**

- a) The School Governance (England) (Amendment) Regulations 2012 were reported and noted.
- b) The following changes in the membership of the governing body were reported:
  - i) Mr Hayward's term of office as a parent governor finishes on 21 June 2012. It was agreed to appoint him as an Associate Governor with effect from 22 June 2012.
  - ii) Mr Hughes has resigned with immediate effect.
  - iii) It has been confirmed that Mr Arnold's term of office as a Foundation

governor is effective from 30 March 2012.

- c) The membership of panels, committees and working parties was reviewed in the light of the above (Appendix B):

**RESOLUTION:** noted

**JS**

## **18/12 MINUTES OF LAST MEETING**

**RESOLUTION:** the minutes of the meeting held on 6 February 2012 were confirmed and signed as a true record.

## **19/12 MATTERS ARISING FROM THE MINUTES**

### a) **Portal**

Governors were reminded that the document library was no longer being used. It was agreed that governors should contact the school if they wanted paper copies of documents.

## **20/12 MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES**

### a) **Finance Committee**

The minutes of the two finance committee meetings of 2 May 2012 and 29 May 2012 were received.

#### i) **Finance minutes - 2 May 2012**

Governors were informed that the carry-over of the revenue budget was higher than predicted. It was noted that the school fund has been independently audited and the details have been placed on the website. The 2011/2012 School Revenue Budget & Expenditure position was discussed.

#### ii) **Finance Minutes – 29 May 2012**

**The areas highlighted were:**

- The carry forward from 2011/2012 was £49k.
- The predicted carry forward at the end of 2012/2013 is anticipated to be £19,864.
- The balance at the end of year 3 is predicted to be £754.
- Schools cannot approve deficit budgets.
- The priorities for the premises were: to update the boilers, improve plumbing and replace windows.
- The cost to parents of the maintenance fund is £32.50 per annum.

- There are 42 non-payers of the school fund, although this may include siblings. Some standing orders have been cancelled. The subscription to the Diocese was also discussed.
- Contracts will be reviewed on completion of the school expansion.

**RESOLUTION:** i) to approve the budget for 2012/2013.  
 ii) to approve the 3 year budget plan.  
 iii) to approve the Statement of Internal Control (SIC).

b) **Personnel Committee**

The minutes of the Personnel Committee meeting held on 22 May 2012 were received. The areas considered were:

- The Performance Management cycle had been completed and thanks were given to the SMT.
- Staffing requests for time off were considered.
- Training needs of staff were discussed.
- It was noted that the current position of the expansion programme is that Planning Permission is awaited.
- Governors discussed CPD opportunities for staff and some governors expressed concern that staff sent on secondment may not want to return to the school. They noted that Wendy Hayter had been recommended by the Headteacher to assist at another school as she is currently studying a middle management course.

**RESOLUTION:** i) to approve the Terms of Reference  
 ii) to approve the sabbatical of Sarah Croxford  
 iii) to note Wendy Hayter's appointment, on secondment for a year, as Assistant Head, to a school in special measures.  
 iv) to agree the appointment of Julie Watts to Sycamore Class on a 1 year contract.

c) **Premises Committee**

The minutes of the premises committee meeting were received.

It was agreed the Lettings Policy will remain unchanged. The Health and Safety report was presented. It was noted there had been 5 "major" incidents. They were all accidental with 1 injury to a member of staff, incidents of bruising and 2 breaks of bones. These had been investigated and improvements made as required.

Legionella has been identified in the school and chlorination took place within 3 days. All action taken had followed guidance from the LA.

Governors asked if it was discovered as a result of regular checks and were advised it was. The water is monitored monthly. Pipes are being replaced as it is considered that there is a problem with the hot water systems.

The resurfacing is complete. The surfaces of the drains are slippery when wet. A no slip paint has been applied which appears to be an improvement.

Carpets in some classes need replacing with Maple class being the most urgent.

Pillars need to be varnished and new finger guards are needed.

There had been a flood in the library.

It has been confirmed that the land around the Scout Hut is owned by the school but no claim will be made on it.

**RESOLUTION: Noted.**

**d) Admissions**

A change in the policy had previously been agreed for 2013 and would give priority to children from the nursery who have attended the nursery for 3 full terms. The Admissions adjudicator has stated that the criteria cannot be brought in for 2012.

There have been 191 applications for 2012 which is an increase on 2011. There are 4 appeals, 2 from the nursery and 2 external. The process was explained. Governors agreed that the school must maintain a balance between open and foundation admission applications. Supporting statements are signed by the Vicar of All Saints Carshalton.

**e) Curriculum Committee**

Sue Langley, a co-opted member, was no longer attending meetings. It was agreed that the Chair would write to her.

The Headteacher read out a letter from the school council requesting changes to the school uniform. Governors deliberated over the request before voting on the issue. The areas debated were:

- There are cost implications of having polo tops with a logo.
- There are variable styles of girl's trousers.
- The majority of pupils want a change.
- A long sleeved polo top could be worn in the winter.
- There was a 50/50 split amongst pupils between a shirt and tie or polo tops all year.

- Girls want to wear trousers.
- The views of the whole school must be taken seriously.
- The School council have consulted all classes.
- Any new uniform would commence in September 2012 with a 2 year transition.
- The uniform should be the same for all ages to assist parents.
- The uniform should be smart, affordable, practical and consistent.
- Polo shirts would be beneficial for PE.

**Proposal 1:** To agree a uniform consisting of a polo shirt and round neck jumper or a polo shirt and round necked jumper or cardigan, which will be phased in over 2 years.

Polo Shirt and round necked jumper = 1  
 Polo shirt and round necked jumper or cardigan = 10  
 Abstentions = 4

**Proposal 2:** Girls to wear plain, straight-legged, non-stretch dark grey trousers from September 2012.

In support of the proposal = 12  
 Against the proposal = 0  
 Abstentions = 3

**RESOLUTION:** i) to adopt a uniform of a polo shirt and Round necked jumper or cardigan from September 2012 to be phased in over a 2 year period.

ii) to agree girls can wear dark grey, plain, straight-legged, non-stretch grey trousers from September 2012.

The SEF had been discussed with the link inspector and would be considered at the next curriculum committee. The SIP had previously been circulated and was approved.

The Monitoring and Evaluation Policy was approved. The Equality Act Objectives were discussed. It was agreed:

- To aim to employ a male teacher by 2016.
- To close the attainment between boys and girls.
- To reduce prejudiced related bullying.

Governors queried what was meant by prejudice related bullying and status and the Headteacher explained.

**RESOLUTION:** to approve the Monitoring and Evaluation Policy.

**21/12 REPORT OF THE HEADTEACHER**

- a) A successful trip to the Isle of Wight had just concluded. A Mass had taken place the previous Friday following the bereavement of a parent with 3 children in the school. Approximately 60 people were present of which about 50 were from the school, or school related. The eldest daughter went to the Isle of Wight and was well supported by friends and staff.

KS1 and KS2 SATS had taken place, with the Level 6 writing test due to take place the following day and Phonics screening for year 1 later that week. Targets were unlikely to be met. Governors recalled that a significant number of pupils in the current year 2 had left the reception year with scores below the Sutton average, even though they had received a lot of intervention. For many this was a maturity issue although there had been an issue with a member of staff which monitoring had not identified. The impact of intervention is now monitored to prevent this happening again.

Target setting for year 5 writing had been reviewed as the cohort was expected to do well.

For year 6 the target for two levels of progress would not be met. Governors reviewed the support given and it was agreed that differentiation, extra support in the class, wave 3 intervention and a review of the basic skills had been undertaken.

**Fair Access Policy**

Governors were advised that a new Primary PRU will open in September 2012 which will take 6 pupils. Pupils referred to the PRU will usually have a statement and behaviour problems. It had been agreed that all primary schools would sign up to a Fair Access Protocol which means that each school will take a share of the placements of difficult to place pupils leaving the PRU.

**Inclusion**

A request for a statutory assessment was submitted and rejected and an appeal has now been submitted. A second statutory assessment is being prepared for another pupil. Three children are due to start nursery with SEN, two of whom are on the autistic spectrum. The third child needs 1:1 support as they have physical difficulties. They do not have a statement and the LA has been contacted.

- RESOLUTION:**
- i) to receive the Headteacher's report (Appendix C).**
  - ii) to approve the INSET for 4 September 2012.**
  - iii) to note the remaining INSETS for 2012/2013 would be approved in the autumn term.**

**iv) to approve the trip to Sayers Croft on 15/16 October 2012.**

**22/12 BUDGET PREPARATION 2012/13**

- a) All schools have been notified of their share of the Individual Schools Budget for 2012/13. Budgets approved by the Governing Body now need to be reviewed using the new figures and details should be submitted to the Strategic Director – Children, Young People and Learning Services by 30 June. This had already been discussed as part of the finance committee report.

**RESOLUTION: to ensure that budget details are submitted to the Strategic Director, Children, Young People and Learning Services by 30 June.**

**SL**

**23/12 PERFORMANCE MANAGEMENT – TEACHING STAFF**

Revised regulations come into force from 1 September 2012 and schools will be required to take action to ensure their policies, procedures and training reflect the latest guidance for teaching staff.

The changes highlighted were:

- The Policy needs to be amended
- The Headteacher can carry out unlimited observations
- Informal capability has been removed and moves straight to formal capability.
- Any number of objectives can be set
- Pay increases will be performance related.
- Staff can appeal to the Governing Body if they are dissatisfied

**RESOLUTION: Noted**

**AH**

**24/12 COMPLAINTS**

From 1 August 2012 complaints about maintained schools not resolved by the school that would have been considered by the Local Government Ombudsman (LGO) or the local authority should be addressed to the Secretary of State for Education. The LA Model Complaints Policy has been amended to reflect the change.

**RESOLUTION: to adopt the LA Model Complaints Policy 2012.**

**PS**

**25/12 TRAINING FOR SCHOOL GOVERNORS**

- i) Governors recalled that they had not signed up to the LA Training programme. They were advised that they can book onto individual sessions.
- ii) No governors gave reports of training courses on which they were booked or had attended.
- iii) Governors were advised that the Training Programme is available to view and book at [www.sams.sutton.lgfl.net](http://www.sams.sutton.lgfl.net). They were also advised that the Training Programme for 2012-2013 is now available.

**RESOLUTION: noted**

**JS**

#### **26/12 ASSOCIATION OF SUTTON GOVERNORS**

The next meeting of the ASG is to be held on Thursday 5 July 2012 at St Dunstan's Primary School.

**RESOLUTION: noted**

#### **27/12 FUTURE MEETINGS OF THE GOVERNING BODY**

- a) Date of Next Meeting

Mrs Ferns gave her apologies in advance.

**RESOLUTION: to hold the Autumn term ordinary meeting on 15 October 2012 at 7.30pm.**

**JS**

- b) Dates of Committee Meetings

**RESOLUTION: to hold Committee meetings as follows:-**

**JS**

**Premises – 18 September 2012 at 3.30pm  
Curriculum – 19 September 2012 – 4.30pm  
Personnel – 27 September 2012 – 5.00pm  
Finance – 25 September 2012 at 4.30pm**

#### **28/12 CONFIRMATION OF CHAIR'S ACTION**

The chair informed governors that no urgent action had been undertaken on their behalf.

**RESOLUTION: noted**

**JS**

#### **29/12 ANY OTHER BUSINESS**

## a) Primary Expansion Programme

Rev Harnden explained that the plans for a new vicarage and parish facilities had been delayed although it had been agreed that the Diocesan Surveyor would work with the planning officers but he was querying planning issues. New plans were submitted to the Diocese the previous Thursday but all the parish facilities had been removed in the new plans. It is understood there would be no objection to their approval. Governors were reminded that the church is a listed building.

Governors considered an alternative option should the plans be rejected. This could comprise 2 classes at the front of the school near the nursery, with four classes at the rear of the building. This would also need planning permission. Concern was expressed that the second option would cut play space.

## b) Governors noted the information given in the information sheet attached to the agenda for the meeting (Appendix D).

**RESOLUTION: noted**

**30/12 CONFIDENTIALITY**

**RESOLUTION: to regard minute/s 20/12 b) and Personnel minutes as confidential. JS**

CHAIR \_\_\_\_\_ DATE \_\_\_\_\_