

APPROVED MINUTES – SUMMER 2014**ENCLOSURE A****ALL SAINTS BENHILTON C OF E PRIMARY SCHOOL GOVERNING BODY**

Minutes of the meeting of the governing body held at All Saints Benhilton C of E Primary School on Monday 16th June 2014 at 7.30pm.

Members:	Mr M Rowland – Chairman	*	Mr M White
(*Absent)	Mr S Arnold		Mrs R Sutton - Headteacher
	Mrs S Langley		Cllr M Heron
	Mrs J Jones – Vice-Chair	*	Father P Harnden
	Mrs S Nickson		Mr M Munro
	* Mr N Payne		Mrs C Jones – SBM
	Mrs M Southgate	*	Miss A Dawes
	* Mrs C Downey		Mrs P Hughes
	Mrs J Collingwood		

Also present:	Mrs S Ferns	Associate Governor
	Ms G Williams	Clerk to the Governors

The meeting opened with prayers.

18/14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Father Harnden and Mr White.

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 Father Harnden and Mr White

19/14 DECLARATION OF INTERESTS

Governors should declare any interests in the items on the agenda. If during the course of the meeting any interest becomes apparent then governors should declare their interest at that stage.

RESOLUTION: There were no declarations of interest.

20/14 CONSTITUTION AND APPOINTMENTS

- a) The following changes in the membership of the governing body were reported:

Mr Payne has come to the end of his term of office as a Foundation Governor and has decided to stand down. A vote of thanks was given to Neil for his work over a number of years.

Both Mrs Downey (Parent) and Miss Dawes (Teacher) have resigned from the Governing Body as they have left the School.

Mrs J Collingwood has been elected as a Teacher Governor with effect from 16 June 2014. An election for a new Parent Governor will take place in September.

- b) The membership of panels, committees and working parties was reviewed in the light of the above and it was decided to leave the committees as they are at the moment and to make any changes in the autumn term.

RESOLUTION: To review committees and panels in the autumn term

21/14 MINUTES OF LAST MEETING

RESOLUTION: The minutes of the meeting held on Monday 24th February 2014 were confirmed and signed.

22/14 MATTERS ARISING FROM THE MINUTES

Attendance on page 5 was discussed in the recent Curriculum Meeting, as was unauthorised absence.

23/14 MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES

- a) **Premises Committee**

The Premises Committee minutes were distributed prior to the meeting.

The Y1 toilets are still in urgent need of refurbishment – tender is going out today. It is hoped that the work will be completed during the summer holidays.

Mrs Sutton is still chasing the very long outstanding report on the subsidence in the junior playground. If unable to get the report, it was suggested that Bennett Burrows could be approached.

The spring term premises inspection has been carried out.

The toilet refurbishment, back fencing and south facing window replacement is all part of the 5 year development plan. Quotations are being obtained to replace the windows in term time as it is cheaper than in the school holiday.

Mr Rowland asked if the school hedges were due to be trimmed as they were very untidy and didn't give a good impression of the school. The hedges are trimmed under an annual contract, SBM will check when they are next due to be in.

RESOLUTION: To Receive the minutes of the Premises Committee

b) **Personnel Committee**

The Personnel Committee met on 14th May and the minutes have been distributed to governors. It was decided that the minutes would remain confidential.

RESOLUTION: To receive the minutes of the Personnel Committee

c) **Admissions Committee**

Nursery and Reception admission meetings have been carried out.

The school has received in excess of 200 applications this year for Reception.

There are three appeals meetings set for mid-July.

All Saints Benhilton is still a very popular school!

RESOLUTION: To receive the minutes of the Admissions Committee

d) **Curriculum Committee**

Minutes of the last meeting were distributed prior to the meeting.

Borough guidance on unauthorised absence indicates that the borough would not contemplate fining for less than five days unauthorised absence, but the children are still required to have good attendance.

School attendance levels are still down. Good attendance will be reinforced with parents at the new parents evening. Parents will also be reminded that holidays are not authorised in term time.

The progress data shows that the school is going in the right direction. Mrs Ferns told the meeting that evidence suggests that the assessment progress and attainment targets should be achieved.

There are currently 50 children on the SEN register. As the school grows there are more children being added to the register. This could have an effect on finance as the school has to find the first £6,000.00 if a child has a statement.

There will be changes to SEN in September as all schools will have to publish their 'Local Offer' – see minute 27/14. A draft local offer will have to be published on the school website by 1st September 2014.

It was agreed to bring the draft local offer to the next chairs of committees meeting for ratification and it will be fed back to governors via the curriculum committee.

The School Improvement Plan has been completed. Governors gave their thanks to all staff who contributed to the plan under their own headings and agreed to ratify the plan.

Teaching and learning observations continue to be carried out. There is still room for improvement. The next round of observations will be carried out this half term – just in time for appraisals.

Faith Group has met three times this term. Have talked about teaching and learning R.E. observations and School Council opinions on R.E.

The learning walk looked at SMSCE around the school and found an abundance of evidence.

There were only 40 responses to the recent parental questionnaire. Surprisingly another 10 questionnaires were returned after the cut-off date and it was clear that some of the parents who replied had a problem which is being investigated. .

As the late questionnaires changed the results governors agreed to ask Mrs Sutton to publish both sets of figures, with a letter inviting parents to come into school to discuss any points highlighted by the questionnaires.

The Collective Worship, Equal Opportunities, Accident and First Aid policies were all reviewed and ratified.

The new Calculation Policy was also ratified.

The Equality Act Objectives were ratified with a few minor alterations. All the policies had been distributed prior to the meeting.

RESOLUTION: To receive the minutes of the Curriculum Committee

e) **Finance Committee**

There have been two Finance Meetings to discuss both the 2013/14 budget and the 2014/15 budget.

The closing figure in the 2013/14 budget is £82,487.00, which has helped with setting the 2014/15 budget.

The 2014/15 budget has been set allowing for pay awards and *cost of living* wage increases. It is a set budget with an estimated year end carry forward figure of £22,953.00. This highlights that extra resources of c£60,000 are being made available this year in addition to 2014/15 delegated funds.

Additionally Mrs Jones has been applying for charitable funding on behalf of the school. If successful, any monies received will supplement the budget.

Mr Rowland thanked Mrs Jones for her good work in applying for funding where she can.

Mrs Jones has put in a bid for £50,000.00 Capital Funding from the Diocese. If successful, the money will be used towards the 1st phase of replacing the south facing windows.

Mrs Jones was asked about the new catering arrangements for all KS1 children but explained to the meeting that she was still waiting to hear from the borough.

Mr Munro offered his thanks to Mrs Jones and Mrs Sutton for putting together a well-structured budget for the coming year.

Money from Capital Funding will be used to refurbish the Y1 toilets (Holly and Oak), and to replace part of the fence, The hall floor renovation will be from delegated funds. This was ratified with all governors present in agreement.

Mr Arnold updated governors on the School Maintenance Fund. There are 77 pupils who have not paid. Mr Arnold has had a meeting with Mrs Sutton to work through the list and were able to remove 18 pupils from the list.

The remaining pupils will all be given chase up letters to take home.

Mr Arnold told the meeting that he was waiting for the bank statement to see if any more payments had been made by standing order.

In future Mr Arnold will have a monthly meeting with Mr Munro, about the maintenance Fund, which will then be fed back to Mrs Sutton.

Mr Munro and Mr Arnold will both be at the new parents meeting to ask parents to complete a standing order form at the meeting so that it can be set up ready for September 2014.

RESOLUTION: To receive the minutes of the Finance Committee and to ratify the Budget for 2014/15.

24/14 REPORT OF THE HEADTEACHER

Mrs Sutton had distributed her report prior to the meeting and asked governors if they had any questions.

Mrs Sutton explained that there would be a supply teacher in Year 4 in September for one term and also in Year 6, because they had been unable to recruit. The Year 6 supply teacher is looking for a permanent role and, if she and the school are happy, it may be possible to take her on as a member of the permanent teaching staff with effect from the Spring Term.

Mr Rowland thanked Mrs Sutton for all her hard work in a difficult year for recruitment.

The Inset training dates have been agreed.

Monday 1st September all governors were invited to Child Protection Training between 9 – 12pm.

Then on Friday 24th October some of the teachers will be visiting outstanding teachers from other schools in the borough.

The School Improvement Plan has already been ratified.

There have been 3 incidents of low level racial bullying.

There are 27 pupil premium children on role, 24 of them are free school meals children.

The Year 6 Isle of Wight trip at the beginning of June was very successful.

Primary Partnership has not moved as quickly as first thought. There has been a positive response from schools and it is hoped that a decision can be made in the autumn.

RESOLUTION: To receive the Headteacher's report (Appendix C).

25/14 SUPPORTING PUPILS WITH MEDICAL CONDITIONS

The Department for Education (DfE) has issued draft statutory guidance for schools and governors to ensure that arrangements are in place to support pupils at school with medical conditions.

Under the duties governors must, from September 2014, ensure arrangements are in place in schools to support pupils with medical conditions. Governors should ensure that the school consults pupils, parents and professionals to make sure that the health issues of the child do not prevent them succeeding at school.

The school already has care plans in place.

RESOLUTION: Noted.

26/14 NEW SAFEGUARDING STATUTORY GUIDANCE

The Department for Education (DfE) has published updated statutory safeguarding guidance for governing bodies "Keeping children Safe in Education", which replaces "Safeguarding Children and Safer Recruitment in Education".

The guidance contains information on what schools should do and the legal duties with which they must comply. The new statutory guidance is less extensive than the previous guidance and includes information on safer recruitment, what staff should know and do, different types of safeguarding issues and dealing with allegations against staff. It also recommends that governing bodies consider how children may be taught about safeguarding as part of the curriculum.

The school has already had 'Safer Recruitment' training on 8th May and is asking for another training day.

RESOLUTION: Noted.

27/14 SPECIAL EDUCATIONAL NEEDS

The new Special Educational Needs (SEN) Code of Practice is due to be published soon for parliamentary approval and should be in place by September 2014. The Code provides statutory guidance on duties, policies and procedures relating to part 3 of the Children and Families Act 2014 and associated regulations.

Governors should ensure that senior staff are aware of the implications of the new legislation and are developing the school's local offer in line with the guidance given by the local authority.

This has already been discussed under the Curriculum minutes.

RESOLUTION: Noted.

28/14 BUDGET PREPARATION 2014/2015

All schools have been notified of their share of the Individual Schools Budget for 2014/2015. The budget for 2014/2015 now needs to be reviewed using the new figures and details should be submitted to the Strategic Director – Children, Young People and Learning Directorate by 30 June.

The budget for 2014/2015 has been ratified by the governors as per Finance minutes.

RESOLUTION: Noted.

29/14 BEST VALUE

The Best Value Statement is in the front of the School Improvement Plan, which had been distributed to the meeting.

It was formally agreed to ratify the Best Value Statement and to submit the Best Value Statement to the Local Authority by 30 June 2014.

RESOLUTION: To agree a statement on best value to be submitted to the Strategic Director – Children, Young People and Learning Directorate by 30 June.

30/14 TRAINING FOR SCHOOL GOVERNORS

The Training Representative, Mrs Jones, gave a report on training for governors.

The latest training list had not yet been received. The clerk was asked to contact June Crame to ask for an updated list.

Governors noted that the Training Programme is available to view and book at www.samscpdonline.org and the new programme will be published by the end of term.

RESOLUTION: Noted.

31/14 GOVERNORS' ANNUAL STATEMENT

The new non statutory guidance for Roles, Procedures and Allowances Regulations 2013 suggests that it would be good practice for governing bodies to produce an annual governance statement to parents to explain how the governing body has fulfilled its responsibilities – particularly in relation to its core functions.

The statement should focus on:

- Setting the vision and strategic direction of the school.
- Holding the headteachers to account for its education performance.
- Ensuring financial resources are well spent.

Including:

- The governance arrangements that are in place, including the remit of any committee.
- The attendance record of individual governors at governing body meetings and committee meetings.
- An assessment of the effectiveness and impact of the governing body and any committees with details of any particular challenges that have arisen.

This item was discussed by the meeting and it was felt that relevant information could perhaps be put on the school website. .

The possibility of putting the governors' minutes on the website was also discussed.

It was decided that all information was contained within the minutes of Governors' meetings and other relevant information in the public domain.

RESOLUTION: Governors decided not to produce an Annual Statement at this juncture.

32/14 FORUM OF SUTTON GOVERNORS

The FSG representative, Mrs Langley, reported on the activities of the Forum since the last governing body meeting.

RESOLUTION: Noted.

33/14 FUTURE MEETINGS OF THE GOVERNING BODY

a) Date of Next Meeting

**RESOLUTION: To hold the Autumn term ordinary meeting on
Monday, 20th October 2014 at 4pm.**

b) Dates of Committee Meetings

RESOLUTION: To hold Committee meetings as follows:-

Finance Committee	23 rd September 2014 at 5pm
Premises Committee	17 th September 2014 at 3.30pm
Personnel Committee	1 st October 2014 at 4.15pm
Curriculum Committee	25 th September 2014 at 4.15pm

34/14 CONFIRMATION OF CHAIR'S ACTION

Due to exceptional circumstances a child at the school has had to have an extended absence. Because of the circumstances Mr Rowland and Mrs Sutton agreed to hold the school place for two months until the child returns.

35/14 ANY OTHER BUSINESS

There were no items of any other business

Governors noted the information given in the information sheet attached to the agenda for the meeting.

RESOLUTION: Noted.

36/14 CONFIDENTIALITY

RESOLUTION:
To make the Personnel minutes confidential.

The meeting closed at 10.15pm.

CHAIR _____ DATE _____