

APPROVED MINUTES – SPRING 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, 24th February 2014 at 7.30 p.m.

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

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

The meeting opened with prayers.

01/14 APOLOGIES FOR ABSENCE

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

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 Payne. JS

02/14 DECLARATIONS OF INTEREST

Declarations of Interest were signed at the meeting and passed to Mrs C Jones.

03/14 CONSTITUTION AND APPOINTMENTS

a) The governors were informed of the following changes in the membership of the governing body, including notice of forthcoming vacancies:

The Chair warmly welcomed Mrs Downey who was formally elected as a Parent Governor in November 2013 and Mrs C Jones (SBM) who was formally elected as a Staff Non-Teaching Governor.

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

RESOLUTION: The membership of all committees, working groups and other posts were reviewed and recorded. (Appendix B) JS

04/14 MINUTES OF LAST MEETING

RESOLUTION: the minutes of the meeting held on Monday, 21st October 2013 were confirmed and signed. JS

05/14 MATTERS ARISING FROM THE MINUTES

It was noted that this was Mr Payne's third consecutive absence at a full governing body meeting. The Chair will discuss this with Mr Payne.

06/14 SERVICE LEVEL AGREEMENTS (SLA)

This item is covered under item 9 of the agenda.

07/14 BUDGET UPDATE

This item is covered under item 9 of the agenda.

08/14 SUTTON PRIMARY SCHOOL IMPROVEMENT PARTNERSHIP

The Chair of Governors updated governors on the latest developments of the Partnership. It was agreed to formally discuss this item in the October 2014 Governors meeting.

RESOLUTION: Noted.

09/14 MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES

a) Admissions Committee

The Chair reported that the formal minutes of the meeting of the Admissions Committee xx on 6 Feb 2014 will be presented to Governors at the Summer Governing Body meeting. The Admissions Committee has allocated places in reception. There were 198 applicants for the 60 places. Offer letters will be sent mid-April.

RESOLUTION: To ratify the Terms of Reference of the Admissions Committee.

b) Premises Committee

The Premises Committee minutes were recommended to Governors.

Oak and Holly toilets are in urgent need of refurbishment. Quotations are being obtained and the toilets will be refurbished as soon as the money becomes available.

The Governors asked whether or not the toilets had been raised as a health and safety matter with the Borough. This will be checked with David Charles.

The lighting in Beech Class was corrected during the February half term as was the heating in the parish and music rooms.

Mrs C Jones is waiting for the report from Steven Mitchell, Surveyor for the Diocese, following the survey on the junior playground subsidence, cracks on the junior path and the cracked slabs that lead up to the field.

There will be a 'Parent School Grounds' Day on 15th March 2014.

RESOLUTION: To ratify the amended Terms of Reference of the Premises Committee.

c) Personnel Committee

It was agreed that the minutes of the Personnel Committee be considered confidential.

- Confirmation of the Headteacher's appraisal on 16 Oct 2013 is in the minutes of the Chair of Committees meeting on 7 Nov 2013 (Mr J Dewhurst in attendance as external advisor).

d) Finance Committee

The minutes of the Finance Committee were recommended to Governors. The Finance Committee have met twice this term once on 21st January 2014 and again on 5th February 2014. The second meeting was called to specifically discuss Maintenance/School Fund contributions.

Governors have expressed their concern over the low percentage of parents who had paid Maintenance Fund *for 2013/14*. Payments from parents equates to 151 pupils, including the nursery. There are over 100 children's payments outstanding which is about 90 school families. Mid-term admission families may also have been missed.

Mrs Sutton and Mr Arnold have drawn up a letter that will be sent home to the non-paying parents.

Chair thanked Mrs Sutton and Mr Arnold for all their hard work in preparing the letters.

Mrs Sutton has written to Mrs Lawson concerning the SEN funding calculations, but has not yet had a reply.

Pupil premium budget has all been allocated and the work is helping to support pupils working in smaller groups. Part of the pupil premium has been put aside to cover the cost of school trips, especially residential trips, for any pupil premium children who might not otherwise be able to afford to go.

The PE funding will be used for staff training and development with staff attending half termly sessions with Rachel Hayward (PE coordinator) to learn about gymnastics.

RESOLUTION: To ratify the Finance Committee's Terms of Reference and the amended Charging and Debt Policy and Whistleblowing Policies.

Proposer: Chair

Seconder: Mr M Munro

Agreed: Unanimously

Mrs C Jones informed Governors that the school had received funding of £13,000 from a government department to set up a breakfast club several years ago. Questionnaires were sent home to parents, the very few who replied, expressed no interest.

The funds were obtained from a government department that is no longer in existence.

Governors agreed that there remained no demand for the school to set up a breakfast club and agreed to close the account and consolidate the funds in the school's account.

RESOLUTION: To consolidate the Breakfast Club funds in the School's account and to use these funds specifically to upgrade the School's ICT equipment.

Proposal: To transfer the Breakfast Club funds in to the school's account.

Proposer: Cllr. Heron

Seconder: Mrs J Jones

Agreed: Unanimously

The review of the Service Level Agreement is in hand (SBM and HT) and appropriate reply will be sent to LBS. Confirmatory details at the next meeting.

RESOLUTION: To ratify the changes outlined in the Finance Minutes of the meeting on 5th February 2014.

e) Curriculum Committee

The Terms of Reference for the Curriculum Committee were presented to Governors and approved.

RESOLUTION: To ratify the Terms of Reference for the Curriculum Committee.

A discussion took place about both pupil progress and achievement whilst noting details of the meeting with the Local Authority (Kate Evans ; 18/11/13 – see also HT report).

In terms of progress careful work needs to be done on assessment to achieve consistency especially between KS1 and KS2. Expectation of 16 points is more appropriate (previously 12) and 14 is considered the minimum.

The new National Curriculum is effective from September 2014. Staff will receive training through staff meetings.

Attendance is currently 96.7% with 2.87% authorised absence and 0.45% unauthorised absence. All holiday in term time is unauthorised except under exceptional circumstances.

At the last meeting Governors were asked to look at 'authorised absence'. A discussion followed on the possibility of whether fines should be issued in respect of unauthorised absence in the light of new Government rules.

The Chair asked Mrs Sutton for a copy of a draft letter that will be going out to parents about attendance. This will be brought to the Chairs of Committees meeting on 24th March 2014.

Nicola Warner, LB Sutton Advisor, came into school on 23rd January 2014 to carry out a maths audit. The report was distributed to Governors before the meeting. Areas of strength and development were highlighted along with aspects of most effective practice.

There will be an interim discussion about assessment and achievement targets at the Chairs of Committee's meeting on 24th March 2014.

The following amended policies were put to forward to the Full Governing Body for ratification.

- Marking – Diagnostic Marking
- Curriculum
- Inclusion – Gifted and Talented has been moved into "More Able"
- SEN
- More Able – this policy will be brought to the next meeting.
- MFL – Minor changes in assessment. Governors discussed the merits of additional languages, school is currently teaching German.
- Accessibility Plan – Some minor changes with the use of a visualizer and a large laptop.

RESOLUTION: To ratify all of the above policies.

The next proposed date for Governors' Day is Wednesday 30 April 2014.

f) Faith Group

The minutes of the Faith Group were recommended to Governors.

RESOLUTION: Noted

- b) **The Safeguarding report is included within the Headteacher's report.**

NB 'C' is now under personnel –no C on Agenda

10/14 REPORT OF THE HEADTEACHER

- a) The Headteacher presented her report to Governors and asked for questions.

A number of key points from the report are below.

The new building was officially opened on Friday 25th October, by Colin Powell (Director of Education for SDBE) and blessed by Fr. Peter. It was a joyous afternoon with much fun, celebration and thanksgiving.

The nursery is now full following the January intake. There are vacancies in Year 1 and Year 5 because one of our families has moved back to their home country – South Africa.

Mrs Caryl Jones has joined that school as School Business Manager, following the retirement of Caroline Northfield.

On 18th November Kate Evans, our attached inspector from the LA visited the school and met with Mrs Sutton, Mr Rowland and Mrs Southgate. End of year targets for 2014 and 2015 were discussed as well as end of Key Stage attainment and progress for 2014. Having looked at past data some of the children were given quite high attainment levels at the end of KS1 and this has impacted on the progress the school has been able to show. We now have a plan to show specific progress year on year in order to highlight the impact of any inflated levels.

Using the Cornerstones Approach to the curriculum has greatly enhanced the creative thinking in the school. Children are excited and delighted by the opportunities on offer in their classroom and off site.

Attendance continues to be good and children whose attendance is below 90% will be closely monitored and the head will meet with the parents of persistent absentees as well as those who are persistently late.

Since the beginning of the school year 11 accident reports have been submitted to the Borough, there have been no concerns from the Health and Safety Officer. There has been an incident at Westcroft Leisure Centre where a pupil had to be rescued from the pool by a lifeguard. The incident has been reported to the Borough swimming co-ordinator and the Borough health and safety advisor.

The Headteacher reported that as part of the monitoring of Teaching and Learning she has observed all staff teaching and graded the quality of teaching using the new Ofsted grading system. The outcome was as follows:-

Outstanding Teaching and Learning – 38%, Good Teaching and Learning – 46%

Teaching and Learning in Need of Improvement – 8%

Inadequate Teaching and Learning – 8%

The Headteacher asked the Governing body to agree to a closure on Monday 1st September, when the whole staff will be undertaking Child Protection Training. Governors agreed to the Inset Day.

RESOLUTION: To receive the Headteacher's report (Appendix C) and to approve the Inset Day on Monday 1st September 2014. JS

b) The School Fund Account is awaiting audit completion.

RESOLUTION: Noted JS

11/14 TRAINING FOR SCHOOL GOVERNORS

The Training Representative will arrange for training for the new governor Mrs Downey.

RESOLUTION: Noted JS

12/14 ANNUAL CONVERSATION WITH THE LINK INSPECTOR

This year each primary school (including the two Academies) had a meeting with its Link Inspector in December 2013 or January 2014 which is styled as the "Annual Conversation". The content of the meeting was similar to that covered in the two Link Inspector meetings in previous years. The school presented its view of its current performance in terms of Ofsted criteria and the Link Inspector will challenge that view, asking the school for its supporting evidence. The meeting will cover attainment, progress, teaching, safeguarding and behaviour, leadership and management and an overall view of the schools' effectiveness. The school and Link Inspector will discuss the school's priorities for action, its capacity for addressing those priorities and whether any external support was necessary. The Link Inspector will then provide a report to the school following the meeting. The LA view was that a representative of the Governing Body should be present at the "Annual Conversation" and that there should be a report to the full Governing Body about it.

The School's meeting with the Link Inspector Kate Evans took place on 18 November 2013; see 10/14 Report of the Headteacher. Mr Rowland and Mrs Southgate attended the meeting on behalf of the Governing Body with the Head and Deputy.

RESOLUTION: to receive the report from the Link Inspector.

13/14 FORUM OF SUTTON GOVERNORS

The Forum of Sutton Governors (FSG) Governor was unable to attend the last meeting and was unable to give a report. The Governor will report back to Governors after the next FSG meeting.

14/14 FUTURE MEETINGS OF THE GOVERNING BODY

- a) Date of Next Meeting

RESOLUTION: To hold the Summer and Autumn term ordinary meetings on

Monday, 16th June 2014 at 7.30 p.m.

Monday, 20th October 2014 at 7.30 p.m.

JS

- b) Dates of Committee Meetings

RESOLUTION: To hold Committee meetings as follows:-

Finance Committee:

30th April 2014 at 4.45 p.m.

21st May 2014 at 4.45 p.m.

23rd September 2014 at 4.45 p.m.

Premises Committee:

13th May 2014 at 3.30 p.m.

17th September 2014 at 3.30 p.m.

Personnel Committee:

14th May 2014 at 4.15 p.m.

24th September 2014 at 4.15 p.m.

Curriculum Committee

15th May 2014 at 4.00 p.m.

25th September 2014 at 4.00 p.m.

JS

15/14 CONFIRMATION OF CHAIR'S ACTION

None.

RESOLUTION: noted

JS

16/14 ANY OTHER BUSINESS

- 1) The Headteacher distributed briefing sheets from SDBE on Ofsted Section 5 Inspections from September 2013 and The Governor's Interview – Guidance for Governors along with a 'Knowing Your School' checklist from Ten Governor Support.
- 2) Mrs C Jones has prepared a new Critical Incident Plan that was distributed to Governors prior to the meeting. Governors were asked to ratify the document, subject to a final read through,

RESOLUTION: To ratify the Critical Incident Plan, subject to a final read through.

Governors noted the information given in the information sheets attached to the agenda for the meeting (Appendix D/D1-3).

RESOLUTION: Noted **JS**

17/14 CONFIDENTIALITY

RESOLUTION: To regard Personnel Committee minutes as confidential. **JS**

The meeting closed with the words of 'The Grace' at 10.30 p.m.

CHAIR DATE