

NORTON JUNIOR SCHOOL GOVERNING BODY

Minutes of the Norton Junior School Governing Body's Meeting held at the school on Thursday 12 May 2016, commencing at 5.30 pm.

PRESENT: B Lynds (Chair), D Broadhead, G Morgan, A Mouse, R Morriss, A Hayes, L Hollingworth, S Hammond and G Chadwick.

IN ATTENDANCE: S Oliver

CLERK: S Cave

The Chair opened the meeting and welcomed the two new Parent Governors.

1 TO AGREE A FINISHING TIME FOR THE MEETING

RESOLVED (1)

That the finishing time for the meeting be agreed as 7.30 pm.

2 APOLOGIES

The Governing Body considered a report concerning the submission and acceptance of apologies for absence from any of the Governing Body's meetings and the disqualification from membership of the Governing Body due to non-attendance.

RESOLVED (2)

- a) That the report be received and noted.
- b) That the following apologies for absence from the meeting be formally accepted: N Jones, S Brodie and C Longmire.

3 DECLARATIONS OF PERSONAL OR BUSINESS INTERESTS

There were no declarations of personal or business interests in respect of any item on the agenda or raised at the meeting.

4 GOVERNING BODY MEMBERSHIP

Governors were informed of the following changes to the Governing Body's membership:

- a) **Parent Governor Representatives**
 - i) Mrs S Watson had resigned from the Governing Body.
 - ii) Mrs D Broadhead and Mr A Mouse had been elected for the period 18 March 2016 until 17 March 2020.

b) **Local Authority Governor Representative**

Mrs G Morgan's term of office was due to expire on 9 June 2016.

c) **Co-opted Governor Representative**

Due to Ms R Morriss submitting her resignation with effect from 31 July 2016 together with Mr K Cooper's resignation two Co-opted Governor vacancies existed on the Governing Body.

The Governing Body was invited to appoint to the Co-opted Governor vacancies.

Governors were informed that a third parent had also expressed an interest in serving as a Parent Governor representative. The Chair asked the Governing Body to approve an invitation for Mr Nash to be approached as a Co-opted Governor.

The Chair and Headteacher made presentations to the two retiring Governors, G Morgan and R Morriss on behalf of the Governing Body. They were thanked for their time, support and commitment to the school.

RESOLVED (3)

- a) That the changes in membership be noted.
- b) That the Headteacher be requested to approach Mr Nash to obtain his interest in serving as a Co-opted Governor.
- c) That the two Co-opted Governor vacancies be considered at the next meeting.
- d) That G Morgan and R Morris be thanked for their time, support and commitment to the school on behalf of the Governing Body.

5 REVIEW OF COMMITTEE MEMBERSHIP

The Skills Audit had been circulated to all Governing Body Members to complete. Once returned it would be collated and skills gaps identified.

RESOLVED (4)

That the Skills Audit be considered by the Standards and Effectiveness Committee on 14 June 2016.

6 URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR

The Chair reported that she had been in to check the security and the resealing of all the SATs papers.

7 MINUTES

RESOLVED (5)

That the Minutes of the meetings held on 25 February, 14 and 15, 17 March and 7 and 25 April 2016 be agreed and signed as correct records, subject to the following amendments:

**25 February 2016 – Ordinary Governing Body minutes
Page 6 – Pupil Progress and Achievement**

The Headteacher asked for the Minutes to read 'No perceived shortfalls at this time.' The school was setting targets.

Send and Inclusion

To read 'thorough document was provided and discussed'.

8 MATTERS ARISING FROM THE MINUTES/ACTION SHEET

Governing Body Meeting – 25 February 2016

a) Minute 6 - Matters Arising - Standards and Effectiveness Committee - 17 November 2015 - SMSC Learning Walk

The Headteacher would email suggested dates to Governors so that the Learning Walk could take place.

b) Minute 10 - Headteacher's Report Resolution 5b)

The Children in Care report would be considered at Item 14.

SECTION ONE - EFFECTIVENESS OF LEADERSHIP AND MANAGEMENT OF THE SCHOOL

9 HEADTEACHER'S REPORT

The Headteacher addressed his written report which had been circulated separately prior to the meeting.

The pack included the Concerns and Complaints Policy, which would be discussed at the next meeting.

D Broadhead queried the maths – Spring 2 projections particularly the 'on track to exceed' projections and the Headteacher provided a thorough explanation on how he could only give a best assessment as to date there were no national benchmarks.

The Year 3 children were the first to be taught the new curriculum.

The Chair explained the new format of the Headteacher's report which was written in bullet points.

The School Improvement Plan covered key objectives to show how the school was progressing and to assist if the school received an Ofsted inspection.

The Headteacher provided a detailed report which was approved by Governors.

At the next Standards and Effectiveness meeting the Governors would look at Leading Edge – Governing for Impact, Action and Strategies for the next school year.

RESOLVED (6)

That the Headteacher's report be received with thanks.

10 **DELEGATED SCHOOL BUDGET 2016/2017 FINANCIAL**

The Governing Body received a report from the Headteacher on the budget which had been recommended to the Local Authority for the financial year 2016/2017.

RESOLVED (7)

That the update on the recommended budget for 2016/2017 be received and noted.

11 **MONITORING THE SCHOOL BUDGET**

Governors considered a budget monitoring report for the financial year 2015/2016 and the Headteacher provided an update on the school's budget position.

The Headteacher had approved spend of £54k. He had negotiated a saving of £3.5k window fill and a further £1k on lighting. With recently added interest a total of approximately £21k was not committed to date.

RESOLVED (8)

- a) That the budget monitoring report for the financial year 2015/2016 be received and noted.
- b) That it be noted that the school is on target to meet its budget plan.

12 **CRIMINAL RECORD CHECKS FOR GOVERNORS**

Governors were advised of the requirements under The School Governance (Constitution and Federation) (England) (Amendment) Regulations 2016 for the Governing Body to apply for an enhanced criminal record certificate before 1 September 2016 for all Governors elected or appointed before 1 April 2016 and within 21 days following appointment or election after 1 April 2016.

RESOLVED (9)

That the report be received and the requirement for all Governors to undertake an enhanced criminal record check by the deadline be noted.

13 **PERFORMANCE MANAGEMENT OF HEADTEACHERS – APPOINTMENT OF GOVERNOR REVIEWERS**

Appraisal Policy

The Governing Body was asked to ensure that a written appraisal policy for teachers and a policy covering all staff which deals with lack of capability were in place and that these were reviewed regularly.

External Adviser

The Governing Body was advised that it must appoint an external adviser for the purposes of providing advice and support in relation to the appraisal of the Headteacher and notify the Local Authority of this appointment.

Appointment of Governor Reviewers

Governors were also advised that the Governing Body must appraise the performance of the Headteacher in respect of each appraisal period and were asked to consider delegating this to a group of Governors to perform the duties of the reviewer on behalf of the Governing Body. Wherever possible, appointed Reviewer Governors should be consistent throughout the performance management cycle and remain the same ones that undertook the initial review. It was also noted that these Governors should not be employed in the school.

RESOLVED (10)

- a) That the report be received and noted.
- b) That it be confirmed that a written Appraisal Policy for teachers and a policy covering all staff which deals with any capability issues was in place and that was regularly reviewed.
- c) That further consideration be given to this at the next Standards and Effectiveness Committee, on 14 June 2016 where a decision would be made as to whether an Additional Governor was required.

14 **CHILDREN IN CARE**

The pack from the Headteacher included a Summer 2016 general update to Governors on Children in Care.

Governors were informed that one of the duties which the Governing Body needed to fulfil in order to meet the collective responsibility for Children in Care under section 20 of the 2008 Act and the Regulations related to training.

The Governing Body was asked to ensure that the Designated Teacher was able to attend training to support them to work effectively to support the child in the context of wider school planning.

The agenda detailed training that was available for Designated Teachers during the Summer term through the Local Authority Professional Learning website. Further training for Governors would be advertised for the Autumn term. The report included training to be undertaken, dates and attendees.

RESOLVED (11)

That the Governing Body ensure that the designated teacher or their representative attends training for dissemination in the school and the Governing Body.

15 **GOVERNORS' LEGAL RESPONSIBILITY FOR RELIGIOUS EDUCATION (RE)**

Governors were reminded that RE remained a statutory entitlement for all pupils and a paper entitled "Religious Education : What Governors Need to Know" was provided with the agenda. It was noted that schools must publish their provision for RE by academic year online.

The requirement for maintained schools, and many voluntary controlled schools who do not have academy status, to follow the local Agreed Syllabus as determined by the Standing Advisory Council on RE (SACRE) was highlighted on the agenda with funding agreements for other educational establishments determining the provision for the teaching of RE.

The Governing Body had a statutory duty to ensure that provision was made for RE for all registered pupils, unless they were withdrawn by their parents. This included all pupils in reception classes and sixth form.

The Governing Body was asked to nominate a Governor with responsibility for RE to ensure that the statutory/contractual arrangements for RE were in place. The Headteacher recommended the Board did not appoint a Governor with responsibility to reduce the number of Committee.

The Academies Commission Report 2013 highlighted the responsibilities that the Local Authority had for children and young people which meant that it should know which RE syllabus was being followed by schools/academies not using the local Agreed Syllabus for RE, and/or not entering students for examination in Religious Studies at Key Stage 4.

The Governing Body was asked to provide the Local Authority with details of the RE syllabus or syllabuses being followed across the Key Stages.

RESOLVED (12)

- a) That the report be received and the paper entitled "Religious Education: What Governors Need to Know" be noted.
- b) That it be noted that there was no statutory duty to appoint a Governor with responsibility for RE.
- c) That it be confirmed that the school followed the local Agreed Syllabus for RE.

SECTION THREE – PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE OF PUPILS AT THE SCHOOL

16 SAFEGUARDING UPDATES

a) Updated Model Safeguarding Policy

Details of the updates to the Model Safeguarding Policy were detailed on the agenda and the Governing Body was asked to ensure that the school's Safeguarding Policy had been revised to include the changes.

Governors noted that advice and guidance regarding individual cases could be accessed by contacting the Local Authority Designated Officer (LADO) at the Doncaster Safeguarding Children's Board.

b) Prevent Duty

The Governing Body was asked to ensure that the Safeguarding Policy reflected its duties under the Prevent agenda and that training had been accessed for school staff and Governors. Training was being undertaken.

Governors were made aware of additional train the trainer sessions which would be available during April, May and June.

c) Head Injuries

The Governing Body reviewed the school's First Aid Policy and Governors were reminded that any injury which resulted in loss of consciousness must be reported to Corporate Safety or the school's responsible person with regard to health and safety as per RIDDOR 2013 to ensure specified reporting requirements were met.

Links to additional information on the Safeguarding updates were provided on the agenda.

RESOLVED (13)

- a) That the report be received and noted.
- b) That the revised Safeguarding Policy be deferred to a later date as it had just been posted on the website.
- c) That it be noted that the First Aid Policy had been reviewed by the School Nurse to include reference to procedures for dealing with head injuries.
- d) That it be noted that the Health and Safety Policy had been reviewed.

17 GOVERNING FOR IMPACT

- **SMSC Learning Walk**

Governors determined that the best day for this to be undertaken would be a Wednesday. The Headteacher agreed to email suggested dates to Governors.

- **Book Review**

Mrs D Broadhead and Mrs S Hammond volunteered to cover this item. A date would be agreed.

RESOLVED (14)

That dates be set for the SMSC Learning Walk and Book Review.

18 CONCERNS AND COMPLAINTS POLICY AND PROCEDURES

The Chair thanked Mrs S Hammond for her work on the revised document which had been included in the pack to Governors.

RESOLVED (15)

That Governors ratify the revised draft documentation.

SECTION FOUR – OTHER INFORMATION

19 GOVERNORS E-LEARNING (GEL) - ONLINE GOVERNOR TRAINING

The Governors' E-Learning (GEL) online training website had been made available to Governors of all schools and Academies whose Governing Body subscribe to the Local Authority's clerking service.

The Governors' Support Service had extended the contract for a further year to 31 March 2017 and there was no cost to either the school or Governors for this training as this formed part of the traded service buyback of the clerking service.

Governors were requested to inform L Hollingworth of any training units completed.

A link to the website was provided on the agenda.

RESOLVED (16)

- a) That the report be received and the extension of the contract for the online training be noted.
- b) That Governors inform L Hollingworth of any training completed.

20 **SCHOOL GOVERNORS FORUM MEETINGS**

The Governing Body was asked to identify Governors to attend the Autumn term Governors' Forums, the dates for which were identified on the agenda.

The Governing Body was also asked to identify any workshops which they would like to see at the Forums.

The Chair recommended that the two new Governors attend the Governors' Forum.

RESOLVED (17)

That D Broadhead and A Mouse be invited to attend the School Governors' Forums to be held at the Mary Woollett Centre in the Autumn term.

21 **DATES AND TIMES OF MEETINGS – ACADEMIC YEAR 2016/2017**

Governors were asked to agree a programme of meetings for the forthcoming academic year.

The school's Annual Schedule of Meetings for the 2016/2017 academic year had been attached to the agenda for consideration.

RESOLVED (17)

That the Governing Body agree a structured programme of meetings for the forthcoming academic year and advise the Governors' Support Service.

Chair _____

Date _____

The meeting ended at 6.35 pm.