

NORTON JUNIOR SCHOOL GOVERNING BODY

Minutes of the Norton Junior School Governing Body's Meeting held at the school on Thursday 25 February 2016, commencing at 5.30 pm.

PRESENT: B Lynds (Chair), G M Morgan, S Brodie, E J Morris, A Hayes, L A Hollingworth, S Hammond, C Longmire and G Chadwick

CLERK: S Cave

1 TO AGREE A FINISHING TIME FOR THE MEETING

The Chair reported that she had expected the meeting would be a long one due to topics to be covered and therefore no finishing time was agreed.

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 (1)

- a) That the report be received and noted.
- b) That the following apologies for absence from the meeting be formally accepted: N Jones and K Cooper.

3 DECLARATIONS OF PERSONAL OR BUSINESS INTERESTS

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

4 URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR

This item was Minuted as a confidential item at the end of the agenda.

5 MINUTES

RESOLVED (2)

That the Minutes of the meetings held on 24 September, 1 (2 sets) and 15 October, 4 (2 sets), 17 (2 sets) and 27 November and 3 (2 sets), 4, 9 and 11 December 2015 and 18 and 20 January 2016 be agreed and signed as correct records.

6 MATTERS ARISING FROM THE MINUTES/ACTION SHEET

Ordinary meeting – 1 October 2015
Matters Arising – Minute 3

Ofsted Training had been completed on 7 December 2015.

The Schools Financial Value Standard (SFVS) – Minute 8

The SFVS had been completed and returned the LA.

Concern and Complaint Policy – Minute 15

A Working Party meeting had been arranged for 1 April 2016 to discuss the Concern and Complaint Policy.

Sites and Premises Committee Meeting – 15 October 2015 Resolution 3

The Headteacher would provide an update to the next Governing Body meeting.

Finance and Appointments Committee – 4 November 2015 Minute 2 – Play Leaders Supervisor vacancy

A Play Leader Supervisor had been appointed.

Concerns and Complaints Working Party – 4 November 2015

Alan Green had agreed to visit the school to provide training.

Standards and Effectiveness Committee – 17 November 2015

S Brodie had been appointed as Chair for this Committee. The SMSC learning walk had been deferred. A new date would be set for April 2016.

Due to the Summer residential the new date for the next Standards and Effectiveness Committee meeting had been arranged for 14 June 2016 at 5.30 pm.

Budget Monitoring meeting Resolution 2 – Pupil Numbers

- i) Parents had positively received Parent Pay on line
- ii) 49 applications had been received.

Finance and Staffing Committee – 3 December 2015 Temporary Teaching Assistant

The post would need to be advertised this term. The cost of this post would be offset from the income for a Looked After Child.

7 REVIEW OF COMMITTEE MEMBERSHIP

RESOLVED (3)

It was agreed to defer the Committee membership to the next meeting.

9 TERMS OF REFERENCE

It was reported that the terms of reference for the Finance and Staffing Committee had been reviewed at the meeting held on 3 December 2015.

RESOLVED (4)

That the following revised terms of reference for the Finance/Appointments be agreed:

- Set and approve the budget, ensuring the budget reflects the school's prioritised educational objectives outlined in the School Development/Improvement Plan.
- To establish and maintain an up to date medium-term financial plan (3 year budget projection), in consultation with the Headteacher, that reflects the School Improvement Plan (SIP). This will include forecasting the likely future pupil rolls and income levels.
- To monitor budgeted income and expenditure, to ensure planned expenditure for the year does not exceed the available resources and report any significant variances to the Governing Body.
- Formally approve in year budget revisions to the annual budget set within the Headteacher's delegated limits.
- To ensure that accounts are properly finalised at year-end in accordance with the Doncaster School's Financial Regulations and other statutory legislations.
- Consider the policy for balances in accordance with Doncaster School's Financial Regulations, including regularly reviewing the level of the school balance and the spending plan for the balance.
- Explore different expenditure options and assess expenditure bids.
- Ensure that the school operates within the Doncaster School's Financial Regulations and provide financial information as required to the Local Authority.
- Evaluate the effectiveness of financial decisions and refer specific problems to the Governing Body/relevant Committee.
- To monitor expenditure of all the school's voluntary/private funds and ensure an annual audit is carried out in accordance with the Doncaster School's Financial Regulations.
- Appointment of an auditor that is independent of the operation of the funds.
- To approve the spending decisions where there is a balance on the school's voluntary/private funds.
- Review and respond to reports by Internal Audit on the effectiveness of the financial procedures and controls.

- Approve the school's annual procurement plan.
- To approve the ordering of all goods and services, and the payment of all accounts in excess of the degree of financial delegation given to the Headteacher of £5,000.
- To approve all procurement in excess of the Headteacher's delegated limits.
- All tenders and written quotes obtained in accordance with the School's Financial Regulations will be considered and the best value bid is approved.
- Consider and approve the Local Authority traded services buy-back decisions.
- To make decisions on expenditure following recommendations from other Committees.
- Confirm adoption of Doncaster School's Financial Regulations.
- To annually review the school's Finance Policy for approval by the Governing Body.
- To ensure that the financial procedures are documented, regularly reviewed and approved on annual basis.
- Consider and approve the authorised signatories.
- Approval of the annual school asset/inventory report.
- To annually review and approve fee policy, including lettings charges, remissions and expenses policies.
- To ensure that the school's financial performance is benchmarked and compared at least annually to similar schools, reasons for differences examined and action taken where necessary.
- Evaluate the soundness and effectiveness of the school's financial management systems against the school's Financial Regulations by carrying out an annual self assessment.
- Consider the Statement of Internal Control and evidence supplied, for the nominated representative to sign.
- To annually prepare the School Financial Value Standard return and supporting evidence for approval by the Governing Body
- Review the financial position in regards to extended school services and charges
- Review and approve the school's anti-fraud and corruption policy
- Approve the school's whistleblowing policy

- To appoint to the all permanent posts, including:-
 - Senior Leadership Team - (recommendation to be ratified by the full Governing Body)
 - Teaching Staff
 - Salaried Support Staff
 - Manual Staff
- To appoint to all Senior Leadership Team posts, whether temporary or permanent.

Headteacher

- To appoint to temporary posts of up to one year (excluding those on the Senior Leadership Team).

Governors empower the Headteacher to make decisions in relation to the appointment of temporary staff for posts of up to one year, subject to appropriate advice and guidance being sought from HR to ensure adherence to process and protocol.

Quorum: 3

SECTION ONE - EFFECTIVENESS OF LEADERSHIP AND MANAGEMENT OF THE SCHOOL

10 HEADTEACHER'S REPORT

The Headteacher addressed his written report which had been included with the agenda.

The Headteacher addressed some of the points in his report and appendix attached.

The StEP report was accompanied by a letter from the Director of Education, Damian Allen confirming the school had been graded aspiring to excellence. He had shared an anonymous appraisal of Teachers and the first report had gone out. The Chair confirmed that he would send S Brodie a copy.

School Improvement Plan

As there had been no questions, the Headteacher asked Governors to get in touch with him if they needed to discuss anything.

Pupil Progress and achievement

The general feeling was that comparison could only be made at the end of the first year.

Q The Chair asked if there were any plans to address the shortfall in writing?

- A The Headteacher wasn't sure there were any. The level of challenge was up. The school was comparing figures to the FFT20 (Appendix III).

SEND and Inclusion

The Report had been sent to Governors. There was currently one Looked after Child in the school who had access to a laptop and had been buddied up. Staffing was discussed, it had been affected by the loss of 2 teachers, one had gone to live abroad and one on maternity leave. Teachers were sharing good practice, development and observing lessons.

General Information

Attendance was very good.

RESOLVED (5)

- a) That the Headteacher's report be received with thanks.
- b) That a more detailed report on Children in Care be provided at the next meeting.
- c) That the SEND Audit outcome be provided to the Standards and Effectiveness meeting on 14 March 2016.
- d) That any issues with the School Leadership Team in relation to the school's strategic plans to promote the educational achievement of Children and Young People in Care and how the school plans to target the use of the LAC Pupil Premium Plus to meet the needs of the child had been considered.

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. Governors were also asked to consider the estimated 2015/2016 year-end balance and future plans to spend or recover the balance. Overspend on teaching posts due to supply a agency cover.

RESOLVED (6)

- 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.
- c) That there would be some carry forward but it was already allocated for future projects.

12 DELEGATED SCHOOL BUDGETS - 2016/2017

Governors were informed that it is a condition of the Fair Funding Scheme for Financing Schools that indicative spending plans were notified to the Authority

by 1 May 2016 in order to enable the Authority to carry out its monitoring responsibilities.

It was recommended that the budget review process should commence as soon as possible by identifying expenditure to deliver the School Improvement Plan, including costs to which the Governing Body will be committed in the 2016/2017 financial year, and by considering those areas where changes could be made should the budget position require it.

Governors were asked to note that the calculation of the Council's overall budget may mean that budget shares would not be available until 29 February 2016.

Governors were reminded that support and advice was available from the Local Authority's Financial Management Team.

RESOLVED (7)

That a Finance/Appointments Committee meeting be held at school on 28 April 2016, commencing at 5.30 pm, to determine the provisional budget for the financial year 2016/2017, for submission to the Local Authority.

13 THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

Governors were reminded of their responsibility to produce an annual return for the Schools Financial Value Standard (SFVS) which should be submitted to Internal Audit by the 31 March 2016.

The form ensured an action plan was generated from the responses to the questions. This action plan should be updated and discussed at Governing Body or Committee meetings to monitor the implementation progress of actions. Any discussions regarding the SFVS at Governing Body or Committee meetings should be included in the Minutes. This action plan was required to be submitted to Internal Audit along with the SFVS form.

Governors were encouraged to consider, complete and submit a Statement of Internal Control template which was also included in the SFVS documentation.

It was noted that the report had already been completed and submitted to the Local Authority.

RESOLVED (8)

That the report be received and noted.

14 THE FINANCE POLICY

The policy had been included in the meeting pack.

Governors were informed that in accordance with the Doncaster Schools Financial Regulations schools should review and approve annually the school Finance Policy. The school must ensure that the responsibilities of the Governing Body, Committee with financial responsibility, Headteacher/

Leadership Team and Administrative/Finance Officer were aligned with those agreed at the Governing Body's Annual meeting.

RESOLVED (9)

- a) That it be confirmed that the Finance Policy and terms of reference had been reviewed.
- b) That the Finance Policy be approved.

15 AUDITING OF VOLUNTARY AND PRIVATE FUNDS

Governors were reminded that Doncaster's Scheme for Financing Schools require schools to provide the Local Authority with annual audit certificates in respect of voluntary and private funds they hold and the accounts of any trading organisation they control.

The agenda highlighted points which could be found in the Schools Financial Regulations (section 16) and the requirement that the audited accounts and the auditor's certificate were required to be reported to the Governing Body as soon as possible after the financial year and an audit certificate signed by the Auditor and Headteacher sent to Services Financial Management within four months of the fund's financial year-end.

RESOLVED (10)

That the requirement to ensure that the annual audit of school's voluntary and private funds is undertaken by an appropriately qualified auditor, and that the annual audit certificates are provided to the Local Authority at the appropriate time, be noted.

16 RESPONSIBILITIES OF GOVERNING BODIES REGARDING 2016 ASSESSMENT AND REPORTING ARRANGEMENTS

The importance of Governors being aware of their responsibility with regard to the Assessment, Recording and Reporting arrangements was emphasised, together with the need to ensure that a nominated representative was identified to carry out the Headteacher's duties if the Headteacher was temporarily or permanently absent.

The Headteacher's responsibility, the delegation allowed and the importance of security was highlighted on the agenda. The Headteacher went through the process which was followed to ensure complete security integrity and confidentiality of tests from the school receiving the papers until they are collected at the end of the test period.

Reference was made to the Assessment and Reporting Arrangements (ARA) and the Test Administrators' Guide. It was recommended that the Headteacher appoint a test administrator and that the school should consider inviting a Governor, familiar with the DfE guidance but who was not otherwise involved in administering the tests, to observe.

Links were provided on the agenda for further guidance.

RESOLVED (11)

- a) That the report be received and noted.
- b) That it be noted that the Governing Body was aware of the responsibilities of the Headteacher, or nominated representative, with regard to the 2016 assessment and reporting procedures.
- c) That the nominated representative be G Chadwick and the Independent Observer, L Hollingworth.

17 **PUPIL PREMIUM – APPOINTMENT OF CO-ORDINATOR AND NAMED GOVERNOR**

Governors were reminded of the increased focus being placed on the outcomes for children in receipt of Pupil Premium funding and the recommendation that each school should appoint a named member of the Senior Leadership team to be responsible for tracking the expenditure, outcomes and provisions for Disadvantaged Pupils.

Similarly, Governing Bodies were recommended to have a named Governor with responsibility for challenging the provision for Disadvantaged Pupils.

Governors were reminded that it was a statutory requirement that this information be published on the school's website.

RESOLVED (12)

- a) That this item be deferred to the standards and effectiveness committee meeting on 14 March 2016.
- b) That the appointment of Governor for Disadvantaged Pupils be deferred to the next meeting following the appointment of new Governors.

18 **CHILDREN IN CARE**

This item had been covered in the Headteacher's Report.

19 **GOVERNANCE**

Pupil Survey – Marking and Feedback

S Hammond provided an update. The results and the feedback report had been very good.

Everyone who had taken part in the survey had been open and honest.

RESOLVED (13)

That the report be received and noted.

SECTION TWO - QUALITY OF TEACHING, LEARNING AND ASSESSMENT IN THE SCHOOL

20 QUALITY OF TEACHING

The Governing Body was reminded of the importance given by Ofsted to the quality of teaching, learning and assessment in schools.

A report was provided covered in the Headteacher's report on the quality of teaching, learning and assessment in the school. The report included what was being done to address any teaching that was inadequate or required improvement, or to sustain strong teaching, and what difference it was making.

Also circulated were anonymised examples of appraisal objectives and an anonymised summary of pay awards.

The Headteacher had set targets, Governors were shown an anonymised report of outcomes.

Governors were referred to the Teachers' Standards document and reminded that teachers' pay was directly related to their performance. Governors were asked to ensure that appraisal objectives related directly to improvements in teaching and outcomes for pupils. A further check was required that pay awards were distributed equably and that the pay profile matched the quality of teaching. It was noted that Governors should not expect pay awards to be given where the range of evidence suggested that the quality of teaching and learning was not good.

RESOLVED (14)

That the reports be received and noted.

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

21 SCHOOLS AND LEARNING PROVIDERS - ANNUAL SAFEGUARDING REPORT

Governors were informed that there is a duty on Local Authorities (LAs) and Governing Bodies of all educational settings to have arrangements in place to ensure that they are exercising their statutory functions to safeguard and promote the welfare of children. The duty on LAs extends to ensuring that Governing Bodies were carrying out their duty.

To further assist the Governing Body to fulfil its responsibility, the Designated Person for Safeguarding was requested to prepare an Annual Safeguarding Report for consideration annually at the Spring term meeting to cover the period 1 January 2015 to 31 December 2015

The Designated Person for Safeguarding addressed the Annual Safeguarding Report.

The Governing Body was required to provide the Education Safeguarding Manager with a copy of the endorsed report by 15 March 2016, to assist the LA in meeting its responsibilities.

RESOLVED (15)

- a) That the report be received and the Governing Body's duty with regard to safeguarding and promoting the welfare of children be noted.
- b) That the Annual Safeguarding Report for the period 1 January 2015 to 31 December 2015 be received and endorsed and a copy be forwarded to the Education Safeguarding Manager by 15 March 2016.

SECTION FOUR - OUTCOMES FOR PUPILS AT THE SCHOOL

22 RAISEONLINE - A SINGLE SOURCE OF SCHOOL DATA AND ANALYSIS (Reporting and Analysis for Improvement through School Self-Evaluation)

Governors considered a report relating to RAISEonline, providing a clear indication of the attainment, progress and value added measures (including percentile ranking information) linked to school performance.

The report allowed schools/academies to evaluate their performance over time compared to national outcomes, as well as 'drilling down' into the performance of key groups providing Governors with essential information which would be used by OfSTED and HMI to influence judgements on outcomes. It was noted that the 'Inspection Dashboard' provided a list of identified strengths and weaknesses which would be considered by inspection teams.

RESOLVED (16)

That the report be received and noted.

SECTION FIVE – OTHER INFORMATION

23 SCHOOL GOVERNORS' FORUM MEETINGS

The Governing Body was advised that the Forums were held termly and were briefing and consultation sessions for all Governors.

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

RESOLVED (17)

That S Hammond be invited to attend the School Governors' Forums in the Summer term.

24 **DATE AND TIME OF NEXT MEETING**

RESOLVED (18)

That it be noted that the Governing Body's next meeting would be held at the school on 12 May 2016, commencing at 5.30 pm.

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PART II

The following items were considered as confidential items

25 GOVERNING BODY MEMBERSHIP

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

Parent Governor Representative

- a) Mr M Januszkiewicz had resigned and he had made a formal complaint to the Local Authority. His resignation had been accepted. The Chair and Headteacher had tried holding a meeting with him to discuss a confidentiality issue but all attempts had been turned down. The Governors were shown an email chain of correspondence, which had passed between M Januszkiewicz and the school. Discussion centred on confidentiality.
- b) Mrs S Watson resigned at half term due to concerns with her daughter and the school.
- c) That afternoon the Chair had received a resignation letter from Mr K Cooper who was struggling with work commitments and attending meetings. The Headteacher confirmed he had missed six meetings and it was a genuine reason for stepping down.
- d) Mrs G Morgan would not stand again when her current term of office ended on 9 June 2016. She would like to become a 'Friend of the School'. The Headteacher thanked G Morgan for all her support and guidance on the Governing Body.
- e) There was currently no Parent Governor. The Headteacher had spoken to Carol Williams at the Governors' Support Service and ballot papers had been circulated for the election of a Parent Governor.
- f) Mrs S Hammond had been appointed to cover SEN responsibilities.

Staff Governor Representative

G Chadwick was welcomed to his first meeting.

RESOLVED (19)

- a) That the changes in membership be noted.
- b) That it be noted that N Jones was on maternity leave.
- d) That S Hammond be appointed to cover SEN responsibilities.

26 **DONCASTER FUTURE EDUCATION LANDSCAPE: AN EMERGING APPROACH TO THE GROWTH OF ACADEMIES**

The agenda included a confidential report on The Doncaster Future Education Landscape for consideration by Governors.

Governors discussed the school's self-evaluation, risk assessment and predicted outcomes for 2016.

The Headteacher explained that the Government wanted all schools to Academise. The bottom and coasting category schools would be forced to Academise. He explained the process and his preference. Stand alone was not a current preference. He explained a Multi-Academy Trust arrangement where schools were on an equal footing with an overseeing Headteacher. The Headteacher would be from a good or outstanding school which had held that status for a period of time.

The Vice-Chair asked if they had to make a decision. The response has to be returned to Local Authority by 18 March 2016.

Campsmount Academy had got improving data but were still in RI category and under pressure to start partnerships they needed two schools to support and primary schools to feed in.

The Chair felt that they had two options, either to stand alone or to merge.

The Headteacher discussed the points on Appendix A and Appendix B which required the school to give an indication of its thoughts for the future of the school.

Governors felt they didn't want to be pushed. The Headteacher felt that Government couldn't do anything whilst the school was achieving good results but if there was an Ofsted Inspection which didn't go well, then they could be forced into a decision. The Government wants schools academised by the end of this Parliament. Jennifer Bexham-Smith has been appointed to oversee the process and had complete power over what happened.

The Chair suggested representatives from the school should attend a meeting at Campsmount on 10 March 2016 at 5.00 pm to hear what was said. The Chair, Vice-Chair, Headteacher would attend. G Chadwick, S Hammond and G Morgan were also invited to attend.

The Chair would ask someone from the LA to come and speak to the Governors to provide more information.

RESOLVED (20)

- a) That the confidential report be received and noted.
- b) That the school remain as a Local Authority Maintained School whilst talking to Campsmount Academy and to the Local Authority.

- c) That Appendix B be completed at a later date.

Chair _____

Date _____

The meeting ended at 8.30 pm.

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14 March 2016 (checked 19 April 2016 WH)

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