

**Autumn Term 2016**

**The Governing Body of Belgrave Primary School**

**Minutes of the Full Governing Body Meeting  
held on Tuesday 22<sup>nd</sup> November 2016 at 6.30pm**

**Composition of Governing Body:**

Name	Category of Governor	date of end of tenure	Designated Role
Mr Mark Bland	Co-opted	20/05/2018	Chair of Governors
Mr Thomas Beetschen	Parent	25/11/2018	Vice Chair
Ms Ruth Spencer	Co-opted	23/11/2016	
Mr Steve Telford	Co-opted	20/05/2018	
Miss Lynne Taylor	Co-opted Staff	19/10/2019	
Mr Shaun Mohan	Parent	25/11/2016	
Mrs Rhonwen Barraclough	Parent	20/10/2018	
Mrs Caroline Tudor-James	Parent	22/01/2020	
Mrs Christine Wilcox	Staff	14/02/2018	
Mrs Deanne Garratt	Headteacher		Head
Mrs Jacqui Critchley			Clerk of Governors

**Governors not present:**

The Clerk checked the number of Governors present to ensure that the meeting was quorate.

**1. Apologies**

Apologies received and accepted from Mrs Wilcox and Mrs C Tudor-James.

**2. Declaration of pecuniary interests.**

Mr Bland declared he is a governor at Queens Park High School.

Annual declaration forms were completed by those governors present and retained in school.

**Action:** Mrs Wilcox will be asked to ensure Mrs Tudor-James completes her declaration form asap.

**Ms Spencer entered the meeting at 6.20pm.**

### 3. Governing Body Membership

Governors noted the following changes:

- Mr Mohan's term of office as a parent governor will end on 25<sup>th</sup> November.
- Ms Spencer is stepping down as a co-opted governor.
- Dr Singh has not attended a full GB meeting since 10<sup>th</sup> February 2015 due to work commitments. He has also not completed his DBS check and has therefore been removed from the GB.

Governors noted the vacancies are now as follows:

1 x LA Governor; 2 x Co-opted Governors; 1 x Parent Governor

Governors received the pen portrait of Revd Neil Stacey and agreed that his skills would make him an excellent co-opted governor.

Mr Mohan was asked to become a co-opted governor and that was agreed.

The LA governor vacancy was discussed and governors noted the lack of governors being offered by the LA for appointment. Mr Beetschen offered to apply to become an LA governor and, following debate, that was agreed

**RESOLVED:** That

- a) Revd Neil Stacey be appointed as a co-opted governor
- b) Mr Mohan be appointed as a co-opted governor
- c) Mr Beetschen will resign as a parent governor and apply to become an LA governor.
- d) Parent governor elections will be held as soon as possible.

**Action:** Clerk to send Mr Beetschen the LA application form for completion.

**Action:** The Head to organise a parent governor election as soon as possible.

### 4. Election of Chair

The following nomination was received at the meeting: Mr Bland

The term of office of the Chair was agreed as 1 year.

There being no further nominations, Mr Bland was duly elected Chair of Governors for a 1-year term of office until the autumn term meeting 2017.

**5. Code of Conduct**

The Code of Conduct was received and reviewed. All governors **agreed** to adopt the code and abide by it.

**6. Minutes of 17<sup>th</sup> May 2016**

The minutes were **agreed** and signed by Mr Bland (the Chair).

**7. Matters Arising**

Governors received an update on the following actions:

Item 4: Head and Chair had agreed the skill set for LA governors. **Completed**

Item 7: The Clerk had added Diversity Awareness to the agenda. **Completed**

Item 7: Head to send out dates for the learning walks.

**Update**: The literacy/writing walk will be 11<sup>th</sup> January at 2pm. **Completed**

Item 10: All governors to research academies. **Completed**

Item 10: TB to speak to staff in September to gain their views on academies. **Completed**

Item 11: CW to write to everyone to let them know the school will no longer operate an Expression of Interest List. **Completed**

**Action**: Miss Taylor will carry out a SEN walk with Revd Stacey.

**8. Committees and Nominated Governors**

The following committee structure was approved:

<b>Finance</b>	<b>Resources</b>	<b>Curriculum &amp; Ethos</b>
Steve Telford – Chair Thomas Beetschen Mark Bland Christine Wilcox Deanne Garratt	Steve Telford – Chair Mark Bland Caroline Tudor-James Christine Wilcox Deanne Garratt Lynne Taylor	Shaun Mohan – Chair Rhonwen Barraclough Neil Stacey Lynne Taylor Deanne Garratt

Governors discussed setting up a Strategic Group/Working Party and all governors will be invited to attend that.

The Terms of Reference for the committees had been reviewed at the spring term meeting.

The Headteacher’s Performance Management Panel was agreed as:  
Mr Bland, Mr Beetschen, Mrs Barraclough and the external advisor.

Governors with special responsibilities were agreed as follows:  
Deanne Garratt                      Child Protection; Safeguarding; Safer Recruitment

Christine Wilcox	Training Liaison
Shaun Mohan	Child Protection; Safeguarding; LAC; KS2
Rhonwen Barraclough	KS1; Foundation Stage; Early Years
Mark Bland	Health & Safety
Lynne Taylor	e-safety; Safer Recruitment; Foundation Stage
Steve Telford	Pupil Premium

Neil Stacey to be asked if he would accept the role of SEN Governor.

## 9. Committee reports and reports from Governors with special responsibilities

a) The Curriculum & Ethos Committee had met on 25<sup>th</sup> October and minutes had been distributed. The following updates were received:

- The website has been updated and a process established in the office. Ownership belongs with relevant teachers and updates are sent to JC who uploads them. ST spends time with JC and that is appreciated.
- The website is now a good resource for the school with more links added.
- Homework for Y1 will be given in January and the change of policy will be given to parents in newsletter. Guides for parents in all year groups have been added to the website.
- A newsletter is produced by the Head giving parents up to date news. Alerts are sent from School Spider to school.
- The external advisor was impressed with the amount of information that is relayed to parents and he is producing a short report to reflect that.
- New assessments had been discussed and it was noted that the new terminology can be quite demoralising for parents.
- Progress measures and value added has been added to the SEN report. It was noted that 75 pupils during 15-16 accessed a range of support in school. This may be spelling or handwriting; interventions are to enable teachers to help each child reach their potential.

b) The Resources Committee had met on 5<sup>th</sup> October and minutes had been distributed. The following updates were received:

- The Health & Safety walk around school will take place in January 2017.
- The Edsential cleaning contract has been cancelled and 2 cleaners have been recruited.
- Governors expressed their thanks to the PTA for funding the Interactive White Boards (IWB) which are also great for parent presentations. Two more IWBs need replacing and one will be financed from DFC money.
- The After School Clubs are getting bigger and revenue is increasing.
- The recent parent workshop for Reception only attracted 50% of parents where normally there are 80% of Reception parents who attend. Overall there were many more parents who attended the Year

groups expectation meetings as 60% of parents attended in each year group. Previously in the KS2 workshops there were only 21% of parents who attended.

*Q: Is this because the Reception children have siblings in school?*

*A: Some do but the new parents didn't come either. However, there are no problems in Reception so perhaps the parents are very satisfied.*

- c) The Budget meeting had taken place on 7<sup>th</sup> November and minutes had been distributed. The following points were highlighted:
- 87% of the Budget is fixed costs for salaries, utilities etc so there is very little left for other expenditure.
  - There are lots of SEN children in school but there is no funding up front. The school is also liable for the first £6k of expenditure.
  - Governors are constantly looking for other funding streams to boost the budget.
  - The LA Budget Officer had sent the benchmarking information to the Head and that will be distributed to all governors.

*Q: Was there anything on staff costs in the benchmarking document?*

*A: No.*

**Action:** Head to email the benchmarking information to all governors.

Reports from governors with Special Responsibilities were received as follows:

Pupil Premium: ST meets with TC termly and they are working hard to ensure PP children are achieving. Parents are being encouraged to apply for Free School Meals and staff are stressing the positives to them ie extra funding for the school.

Staff Data Meeting: MB and ST had attended the meeting and staff are picking up ideas and using them in school.

Headteacher's Performance Management: The panel had met and it was noted that all targets had been met. Pupils are enjoying school and are fully involved. This meeting is a good opportunity for governors to thank the Head and staff for all the work they do and the effort they put into school.

*Q: Is there a benefit to having the same person as the SIP?*

*A: The SIP only comes once per year so there is a benefit to having someone who knows the school. However, the SIP is a critical friend and governors do not feel he is complacent.*

It was noted that it would be useful to put external ratification information on the website and the Chair will follow that up.

**Action:** Chair to pursue putting external ratification information on the website.

## 10. Head teacher's Report

The report had been received in advance of the meeting and the following matters were highlighted:

- a) The Head had written to Chris Mathieson regarding the recent tests and the school had sent some papers back for remarking. The outcome of sending 9 papers to the Standard and Testing Agency was that one paper received an additional mark. More than 6,000 primary schools sent reading papers for remarking and less than 9% received any additional marks.
- b) The NAHT have communicated information about some concessions that have been agreed. Concessions to date: the grammar, punctuation and spelling test for KS1 is not statutory, moderators for writing will be issued with additional guidance, the "interim" writing framework guidance will be clarified and the reading paper for KS2 will be improved. The information about the reading paper for KS2 will focus on the reliability of the test and access for pupils will be a consideration.
- c) The Head reported that the calculation of progress from KS1 to KS2 put all pupils in the Level 2 bracket as average and that the average was calculated for maths, writing and reading. Therefore, a child with a 1 in a subject and 2c's in others would be deemed to have attained an average score.
- d) ST noted that he has worked with all the groups this year ie SEN, Gifted & Talented etc and there is no evidence that children are not being stretched and that was discussed.
- e) Mental health surveys are being completed and Boxall assessments for children with social and emotional needs have been purchased. LT is the school representative on the board.
- f) Thanks were extended to Mr Moss and Mrs Redmond whose contribution to sport in school has helped the school win the Sports Mark Gold Award. The additional provision that took school from Silver to Gold was the increased involvement of the pupils through the Sports Council and the Sports Ambassadors, the high numbers of pupils who participate in tournaments and clubs and the use of the website and newsletters to publicise results and events.

Governors thanked the Head for her report and appreciated the amount of information it contained.

## 11. Diversity Awareness

Diversity Awareness is embedded in school and Wendy Woodman is the co-ordinator. It was noted that the school does not expose children to other

cultures and links could be made with another school at a cost of £300 per annum. Inner city schools would be ideal to pair up with ie Liverpool or Manchester and that was discussed.

**Action:** Head to investigate possibility of trips to cities and a link with an inner city school.

#### 12. Making Prescribed Alterations to Maintained Schools

The information had been disseminated to all governors for information.

#### 13. Pupil Premium Report and Sports Premium Report

A Pupil Premium report had been received from ST under Item 9.

Sports Premium information is on the website and funds are spent on enrichment. Judo is starting and a chess club will start next term.

**Q: Is Dodgeball free?**

**A: Yes.**

#### 14. School Development Plan

The SSDP had been reviewed and agreed at the summer meeting. All action plans have been completed by teachers. The next review will be in the spring.

#### 15. Policies

The following was **agreed**:

Equal Opportunities Policy and the Equality Objective Statement.

#### 16. Planned Residential Visits

The following residential visits will take place this academic year:

Y3	Beeston
Y4	Tattenhall
Y5	Conway Centre
Y6	Conway Centre

Governors discussed the trips and debated whether to change the Y6 trip to a city trip to aid diversity.

**Action:** Trips to be considered by the Curriculum & Ethos Committee.

#### 17. Schools Bulletin

The September and November Bulletins were received with thanks. The Clerk highlighted the following information:

- **School Website** – What schools must publish on line.
- **Revised Statutory Guidance** – new guidance for Children Missing from Education came into force on 1<sup>st</sup> September 2016.
- **Audit Review of the SFVS** – The Governing Body should formally review

the SFVS and approve the document prior to submission to the LA. This review should be evidenced within the Governing Body minutes.

- **Review of the MIFP** – Review the MIFP on an annual basis to ensure it reflects current procedures within school and forward to the Governing Body for approval. The review and approval to be evidenced in the Governing Body minutes. The TOR for the Finance Committee should be reviewed annually with a review of the delegation of functions – as these are contained in the MIFP the review of that document and approval by the GB would cover that requirement. It is good practice for a list of amendments to the MIFP to be provided to governors so they are aware of the changes implemented in the last 12 months.
- **School Fund** – School Fund monies are to be kept separate from Council monies. The GB should receive audited accounts including an income and expenditure account and balance sheet. The audit should be completed annually, within 3 months of the year end. Auditors should be approved by the GB and the GB should obtain assurance on a regular basis that the auditor is qualified to undertake the role. New appointments should be formally approved by the GB and follow the standard procurement process.
- **Official Competency Framework for Governors** (excerpt from the White Paper).
- **Ofsted** – revised editions of the Ofsted Inspection Handbooks were published before the start of autumn term 2016. Two changes directly affect governors in the Section 5 Handbook as follows:
  - Under “what happens during the inspection”, Ofsted have clarified details about who inspectors need to meet with to inspect governance at the school.
  - Under “effectiveness of leadership and management”, Ofsted have added a reference to inspectors having consideration for governors’ development in their role as part of the effectiveness of school leadership.
- **New Website for Comparing Schools’ Performance** – The dashboard has been replaced by a new DfE tool “Compare School and College Performance.
- **Safeguarding** – A new edition of Keeping Children Safe in Education guidance has been issued. As a result of the updated guidance, GBs should now review their safeguarding policies and procedures, and the content and policies for staff safeguarding training.
- **Maintained Governing Body Delegation Planner** – GBs are accountable by law for all major decisions about the school and its future. It is vital that the decision to delegate a task/responsibility to an individual is made by the full GB and recorded – without such a formula the individual/committee has no power to act.
- **Engagement with stakeholders** – GBs should seek to assist their school to build relationships with business and other employers in order to

- enhance the education and raise the aspirations of pupils.
- **Publishing Governor Details** – GBs should publish on their websites information about their governors including relevant business interests. GBs must also provide information to the Secretary of State through Edubase.
  - **Local Living Wage** – If schools wish to pay the LLW to both employed staff and Edsential cleaners/caterers, please ensure your business manager informs Edsential directly.
  - **FREE School Trip for Every School locally** – Sick to Death is a history of medicine attraction set within the medieval Water Tower on Chester City walls. Every primary school in CWAC is entitled to a completely free structured school trip to the attraction mid-week.

ST reported that he had experienced problems with fonts when downloading the embedded documents and the Clerk will feed that back to the LA.

**Action:** Clerk to feedback problems with embedded document fonts to the LA.

#### 18. Review of Performance Data

This was covered in the Headteacher's Report and will be discussed further at Curriculum & Ethos Committee.

#### 19. Budget

This had been discussed under Item 9.

#### 20. Governor Training and Visits

The following training was reported:

Mr Beetschen and Miss Taylor have completed Safer Recruitment training.

#### 21. Correspondence to the Chair of Governors/Chair's Action

There had been none this term.

#### 22. Date and Time of Future Meetings

The following dates were reviewed and agreed:

Spring Term 2017	Thursday 16 <sup>th</sup> February at 6.30pm
Summer Term 2017	Tuesday 16 <sup>th</sup> May at 6.30pm

Chair of Governor: \_\_\_\_\_  
Belgrave Primary School

Date: \_\_\_\_\_

**ACTION LIST – 22<sup>nd</sup> November 2016**

Item 2: Mrs Wilcox will be asked to ensure Mrs Tudor-James completes her declaration form asap.

Item 3: Clerk to send Mr Beetschen the LA application form for completion.

Item 3: The Head to organise a parent governor election as soon as possible.

Item 7: Miss Taylor will carry out a SEN walk with Revd Stacey.

Item 9: Head to email the benchmarking information to all governors.

Item 9: Chair to pursue putting external ratification information on the website.

Item 11: Head to investigate links with an inner city school.

Item 16: Trips to be considered by the Curriculum & Ethos Committee.

Item 17: Clerk to feedback problems with embedded document fonts to the LA.

Item 25: Head and Deputy Head to add information to the Pay Policy before the end of this term prior to next terms meetings.