

Spring Term 2017

The Governing Body of Belgrave Primary School

Minutes of the Full Governing Body Meeting held on Thursday 16th February 2017 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 Steve Telford	Co-opted	20/05/2018	
Miss Lynne Taylor	Co-opted Staff	19/10/2019	
Revd J Neil Stacey	Co-opted	21/11/2020	
Mr Shaun Mohan	Co-opted	25/11/2020	
Mrs Rhonwen Barraclough	Parent	20/10/2018	
Mrs Caroline Tudor-James	Parent	22/01/2020	
Mr David Connolly	Parent	18/12/2020	
Ms Churni Jennings	Parent	18/12/2020	
Mr Thomas Beetschen	LA	16/01/2021	Vice Chair
Mrs Christine Wilcox	Staff	14/02/2018	
Mrs Deanne Garratt	Headteacher		Head
Mrs Jacqui Critchley			Clerk of Governors

The Clerk checked the number of Governors present (9/12) to ensure that the meeting was quorate.

1. Welcome to New Governors

New governors Rev Stacey, Mr Connolly and Ms Jennings were warmly welcomed to the meeting and round robin introductions were made.

2. Apologies

Apologies were received and **accepted** from the following: Mr Mohan, Miss Taylor and Mr Beetschen.

3. Declaration of Interest

Mr Bland declared he is a governor and Vice Chair at Queens Park High School, Chester.

New governors completed Declaration of Interest forms; these were retained in school.

4. Membership

Governors noted the changes to the membership since the last meeting.

It was noted that Mr Beetschen had been appointed as an LA governor and the appointment was formally **approved**.

5. Minutes of 22nd November 2016

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

6. Matters Arising

Agenda Item	Action	Update
Item 2	Mrs Wilcox will be asked to ensure Mrs Tudor-James completes her declaration form asap	Action completed
Item 3	Clerk to send Mr Beetschen the LA application form for completion	Action completed
Item 3	The Head to organise a parent governor election as soon as possible	Action Completed
Item 7	Miss Taylor will carry out a SEN walk with Revd Stacey	Action completed
Item 9	Head to email the benchmarking information to all governors	Action completed
Item 9	Chair to pursue putting external ratification information on the website	Action closed
Item 11	Head to investigate links with an inner city school	This will be discussed at Curriculum & Ethos
Item 16	Trips to be considered by the Curriculum & Ethos Committee	Action Completed
Item 17	Clerk to feedback problems with embedded document fonts to the LA.	Action Completed

7. Committee reports and reports from Governors with special responsibilities

The minutes had been received in advance of the meeting and the following updates were received:

Resources Committee meeting 18th January

- a) The absence insurance did not cover pre-existing conditions and the school had paid extra to increase cover. Governors discussed insurance cover and this will be debated further by CW, ST and RB

Action: CW and ST to liaise with RB over absence insurance.

- b) Solar panels had been discussed and RB has shared funding options with ST. This will be discussed further at the next Resources meeting.
- c) After School Clubs had been debated and a levy set of £5 per quarter hour late.

Q: Are there any cases where parents are more than a quarter hour late?

A: Yes

Q: Has there been any impact of the levy introduced?

A: Yes and it is very hard to monitor.

Several ideas were put forward and the following actions agreed:

Action: Governors to email ST with ideas for monitoring/enforcing the levy

Action: ST to work with DG and CW to ensure the levy is collected/paid.

Curriculum & Ethos Committee meeting 8th February

- a) The committee had reviewed the attendance targets and agreed to keep them at 97%.
- b) A learning walk had been undertaken and detailed notes were available to all governors who required them.
- c) Self-evaluation had been discussion and governors had reviewed Target Tracker and the school's own tracking system.

Q: How do the school compare nationally?

A: This is tricky to compare now. However, mini tests have been carried out and interventions are in place where necessary.

Q: If half the interventions are succeeding what is happening to the other children?

A: Children made progress but did not hit the expected targets. The borderline children have been targeted. School need to ensure each child reaches its own potential. Boxhall has been used on a small cohort and this will highlight areas of emotional development that need working on.

Q: What will be the impact of funding cuts?

A: The Government are trying to implement a fairer funding formula and the impact should be clearer after the next meeting with the budget officer.

Q: Is there any strategy to fight the new funding formula?

A: There is a governor forum meeting at the Catholic High School in two weeks' time so more information may be available following that.

Q: What is meant by "Rising Stars is too hard"?

A: This had been changed to fit the new curriculum and consultants give different interpretations of the information. The school have teachers who are well qualified at assessing children and looking for areas of interventions

Q: Is there a CWAC standard assessment?

A: No.

Q: Is the PTA funding an author?

A: The PTA were willing but authors are very expensive, so they are funding interactive white boards (IWB).

Q: What is happening with the Milk Scheme?

A: The committee had suggested abandoning the scheme this summer. The school already offer all children free milk at lunchtime and fruit and water is available for snacks.

Q: How will this be communicated to parents?

A: It will be removed from the prospectus for next year.

RESOLVED: That the governors agreed to abandon the milk scheme for the next academic year.

Governors discussed committee members and the following was agreed:
Curriculum & Ethos – Revd Stacey and Mr Connolly to join
Resources – Ms Jennings to join

8. Head teacher's Report

The report had been sent out in advance of the meeting and contained the following information:

- Pupils and School Organisation 11.2.17
- Cohort Report
- Transition to KS3
- Staff
- Music
- Sports Premium and Sports Award
- Sports
- Pupil Premium (no change)
- Universal Infant Free School Meals (UIFSM) and School Meals Update
- Strategic Direction for 2016-17
- Finance
- National Funding Formula Consultation open until 22nd March
- PTA
- Staff Training Spring 2017
- Dee Schools Partnership (DSP also known as EIP: Education Improvement Partnership)
- Governor Training:
- Governor Meetings
- Policy Review
- Curriculum and Results
- Staff Appraisal
- Self-Evaluation by Co-ordinators
- Special Needs and Disabilities
- Curriculum Workshops
- Attendance
- Exclusions
- Buildings & Grounds
- Health & Safety

- Safeguarding
- Community and Visitors Autumn Term
- Student Placements
- Partnership with Chester University
- Workforce Reform / Well Being
- Educational Visits (please refer to the website for all the sports results)

The following queries were raised:

Q: Should the results for KS2 been higher?

A: Schools with good results at KS1 have more of a challenge to demonstrate more than expected progress. This was especially true last year with more demanding tests and the way that the baseline for progress from KS1 to KS2 was calculated. Higher results are expected this year based on the cohort.

Q: Why has the King's School had an impact on mobility?

A: This is due to parents' perceptions. Children are moved to the Kings School in Y5 to ensure they will have a place in Y7; however, this is not always the case.

Q: Is there an update on the cook?

A: School are on the second supply cook but standards have risen. The main replacement cook has high standards.

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

9. School Self Evaluation and Development Plan

The SSDP review date is 15th March at 3pm and all governors were invited to the meeting. This is a good way to meet staff and show them support.

10. Policies

The following policies were **approved**:

- Best Value Statement
- Charging and Remissions
- Behaviour

The SEND, Safeguarding and Appraisal policies are due for review and will be emailed out to all governors.

11. Schools Bulletin

Governors received the January Schools Bulletin with thanks.

12. SIP Report

There was no report to be received as the SIP only attends once a year when the SIP provides advice and also carries out the Head's Performance Management Review.

13. Pupil Progress

Pupil progress against targets will be an agenda item for the next Curriculum & Ethos committee meeting.

14. Draft Budget 2017/18

The Budget was not available for approval and will be discussed at the budget meeting on 3rd March.

15. SFVS

The Manual of Internal Financial Procedures has been amended and will be signed off by the Chair of Governors.

The SFVS is currently in draft form ready for completion.

Action: The SFVS to be distributed to all governors for information.

16. Benchmarking

Benchmarking had been carried out and the information sent to all governors. It was noted that Educational Support Staff is high compared to other schools and this is due to the amount of SEN children who require full funding and Top Up Funding. £11k of funding is received for 32.5 hours, however the costs for a TA is at least £18k and that does not include training and resources. The SENCo is an additional cost too.

Q: Would it be better to have more SEN children?

A: No as complex children require 1:1 support and high care needs can take away time from education. Inclusion does benefit the children but this needs to be funded properly.

Q: Is it possible to get any extra funding for SEN?

A: There are no conventional avenues to extra funding. A lottery grant for extra-curricular activities could be sourced.

Action: Chair to forward the email to all governors for the BBC consultation on funding.

Action: Head to add SEN information to the Government consultation on funding.

17. School Fund

The School Fund had been externally audited for the years ended 31st December 2015 and 31st December 2016.

Governors received the accounts and audit certificates with thanks.

18. Governor Training and Visits

The following report was given:

- Mr Connolly had attended Induction training.

- Revd Stacey will apply for Induction training.
- Ms Jennings is booked onto Induction training on 11th May.
- Safeguarding training has been undertaken by MB, CJ, ST and RB.

Finance training for Governors will be sourced.

Learning walks will be undertaken as follows:

Health & Safety	MB
Finance	ST
Safeguarding	SM

19. Correspondence to the Chair of Governors/Chair's Action

The Chair had written to the Community Centre Association in relation to the ongoing situation. A meeting is being set up by the Council to include the following stakeholders, Scouts, School, Community Association and Local Residents.

20. Date and Time of Next Meeting

The next full GB meeting will take place on Tuesday 16th May at 6.30pm.

Committee meetings will be held as follows:

Curriculum & Ethos	25 th April at 6.30pm
Resources	3 rd May at 6.30pm

21. Governor Impact

Governors noted the following positive impact:

Governor support for the school: Open and honest discussions and productive meetings.

Staff support: RB policy reviews.

School environment: MB review of Health & Safety.

Budget: CW/ST work on moving the school to being a cashless society

Website: ST's work on updating the website

Environment: CTJ work on solar panels and the car park review

Governors noted that the Equality Objectives are on the website and have been thoroughly reviewed and updated.

Chair of Governor: _____
Belgrave Primary School

Date: _____



ACTION LIST – 16th February 2017

Item 7: CW and ST to liaise with RB over Absence Protection Insurance.

Item 7: Governors to email ST with ideas for monitoring/enforcing the levy.

Item 7: ST to work with DG and CW to ensure the levy is collected/paid.

Item 15: The SFVS to be distributed to all governors for information

Item 16: Chair to forward the email to all governors for the BBC consultation on funding.

Item 16: Head to add SEN information to the Government consultation on funding.