

Governor Services, Traded Services (Start Well)

SCOTFORTH ST PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL (01006) *and Nursery*

Minutes of the governing body meeting held at the school on Wednesday, 9 March 2016 at 6.30pm.

Present:

Mr H Roberts (Chair)
Mrs R Atkinson
Reverend M Gisbourne
Mr I G Gomersall
Mr P Metcalfe
Mr J Mynott
Mrs A Quainoo
Mrs L Quayle
Mrs K Soole
Mr K Weatherill

Mrs A Aylott (Headteacher)

Also Present:

Ms C Atkinson (Clerk to governors)
Miss SJ Huddleston (observer)

Apologies:

Apologies for absence were received and accepted from Mr J Lailey, Mrs I Jolley and Mr Carson Brown. Miss D Park was not in attendance at the meeting.

16.01

Governing Body Matters

Action

a) Declaration of Interest

There were no declarations of interest in relation to agenda items.

b) Membership

The clerk advised the governing body of the following:

Mr M Campbell had resigned as a parent governor since the last meeting. The headteacher would hold an election for a replacement.

Headteacher

Mr H Roberts confirmed he would make the necessary

Action

arrangements for his re-appointment as a foundation governor.

16.02 Minutes of the Previous Meeting

It was agreed that the minutes of the meeting held on Tuesday, 20 October 2015, having been circulated, be approved and signed by the chair as a correct record.

16.03 Matters Arising from the Minutes

Matters arising from the minutes (Minute 15.38 refers)

It was noted that the installation of the defibrillator signs was an outstanding action.

Mr Carson-Brown

Governors were reminded to provide a photograph of themselves for the school website and notice board, if they had not already done so.

The chair thanked governors for their contributions to the school newsletter.

Review of committees (Minute 15.39 refers)

A governor asked if it was appropriate for Mr Roberts to be on both the appraisal and pay committee. It was agreed that it was given that the other committee members were only on one of the committees.

Review of nominated governors (Minute 15.42 refers)

An outstanding item was the meeting between Mrs Atkinson and Mrs Jolley as the nominated governors for looked after children.

Mrs Atkinson and Mrs Jolley

The chair said that there was still a vacancy for a nominated link governors and the LASGB governor. The chair agreed to take on these roles in the short-term.

Chair

For information (Minutes 15.51 refers)

The meeting for the governing body to review its effectiveness was an outstanding action.

Headteacher and chair

16.04 Committee Reports

- a) The governors noted and accepted the minutes of the Curriculum Committee meeting held on Wednesday, 27 January 2016.

The committee had reviewed the Sex and Religious Education Policy. This had now been sent to a representative sample of parents for feedback as well as being presented at parents'

meetings.

- b) The governors noted and accepted the minutes of the Buildings and Health and Safety Committee meeting held on Thursday, 4 February 2016.

The chair noted all the work that the site supervisor did to make the school premises a safe and pleasant environment for staff and children. Governors expressed their appreciation.

A temporary repair had been done in the kitchen to satisfy Environmental Health, which had resulted in the statutory notice being removed. However to make permanent improvements was estimated to cost £74,544 and a bid for this amount had been submitted to LCVAP. If successful it was hoped that the Ripley Trust will contribute 10% of the money as the LCVAP bid would only cover 90%.

- c) The governors noted and accepted the minutes of the Finance and Staffing Committee meeting held on Thursday, 4 February 2016.

The committee had reviewed the school budget for 2015/16. The year-end carried forward figure was predicted to be around 60K. The chair thanked the headteacher and Mrs McCallum for their stewardship of the accounts.

Governors noted that Mrs Cornthwaite was retiring from the school at the end of the spring term after 30 years' service to the School. Governors would sign a card of appreciation and asked if an item could be put in the school newsletter so that parents could give their good wishes and thanks.

- d) The governors noted and accepted the minutes of the Admissions Committee meeting held on Thursday, 3 March 2016.

The headteacher said that there had been 127 applications for 30 places. The committee had ranked the applicants according to the criteria and a list had been submitted to the local authority.

16.05 Nominated Governors

- a) The governing body received a report from Mr Weatherill on work undertaken in school regarding SEN.

Mr Weatherill informed governors that he had recently attended training on SEND, which had been useful.

Mr Weatherill was thanked for his report.

- b) The governing body received a report from Reverend Gisbourne on work undertaken in school regarding RE and worship.

The school had now received the SIAMS inspection report which had been outstanding. Reverend Gisbourne gave thanks to all the staff who had supported the inspection visit.

Reverend Gisbourne was thanked for his report.

- c) The governing body received a report from Mrs Quayle on work undertaken in school regarding FOSSEY.

It was reported that the Christmas fair had been a success, with a good turn out and raising £2,000. There was an Easter orienteering event coming up shortly. It was agreed that an article should go on the church newsletter to promote the membership of FOSSEY and raise awareness of the work it was doing.

Mrs Quayle

Mrs Quayle was thanked for her report.

- d) The governing body received a report from Mrs Atkinson on work undertaken in school regarding pupil voice.

The children had been asked for ideas on how the Olympic legacy money should be spent. The school had a 'values' table, with other children and staff being able to nominate children to sit at a special table at lunchtime.

Mrs Atkinson was thanked for her report.

- e) The governing body received a report from Mrs Quayle on work undertaken in school regarding music.

Governors noted that the Christmas celebrations had been excellent. Year two were participating in a music festival next term and the school had made links with Ripley music department

Mrs Quayle was thanked for her report.

- f) The governing body received a report from Mr Weatherill on work undertaken in school regarding assessment

It was reported that the working group looking at assessment was still meeting and governors were invited to the next meeting. Governors asked how the staff were coping with the change to

assessment and the headteacher outlined that it was challenging. Governors were told that any dip in attainment at the end of the year would be due to the raising of expectation rather than a reflection on the teaching and learning.

Subject leaders in English and maths were working with Ripley school to understand the curriculum at Key Stage 2 and 3 so that transitional arrangements could be as smooth as possible.

Mr Weatherill was thanked for his report.

16.06 Chair's Action

The chair reported action taken on behalf of the governing body since the last meeting, which involved:

- Dealing with a complaint - the matter had now been resolved.

16.07 School Improvement and Self-Evaluation

The governing body received a progress report from the headteacher on the implementation of the School Improvement Plan.

16.08 Headteacher's Report

a) Termly report

The headteacher's report on the achievements and developments in school since the last meeting of the governing body was received and noted.

Reference was made to the enrichment activities that were held in school. The headteacher praised the hard work of the staff for ensuring the children received a broad and varied curriculum. She also spoke about the increasing pressures on the staff with the new curriculum and assessments. Staff had understood the need to reduce the support staff in school but it would be hard to sustain the individualised curriculum and all the extra-curricular activities.

Governors thanked the headteacher for her informative report.

b) Approval and Evaluation of Educational Visits

There were no visits to approve at this time.

c) Unavoidable School Closures

The governing body received a report from the headteacher in relation to the unavoidable school closure which arose on 7, 8

and 9th of December 2015. This was due to the electricity substation flooding as a result of Storm Desmond.

16.09 Finance

a) School Budget 2016/17

The governing body requested the Finance and Staffing committee to consider and prepare the 2016/17 budget plan prior to formal approval at the summer term governors' meeting.

The chair highlighted to governors that there were increasing costs due to the living wage, increase in pensions and national insurance contributions but there was no extra money in the allocation to compensate for these increases, so in real terms the funding to the school was reduced.

b) Schools Financial Value Standard (SFVS)

The governing body noted the information provided regarding the Schools Financial Value Standard and;

- accepted the report and completed self-assessment prepared by the Finance and Staffing Committee;
- agreed the SFVS action plan;
- confirmed that the approved standard and action plan had been submitted to the local authority by 31 March 2016.

16.10 Health and Safety – Service Level Agreement

The governing body acknowledged the information provided in relation to the introduction of a service level agreement for health and safety with effect from 1 April 2016. It was noted that the offer consisted of a two tier level of support.

The governing body asked the chair to write a letter of complaint to the county council regarding the increased charge due to the school being voluntary aided.

Chair

The governing body asked the headteacher to look around for alternative providers of health and safety and bring options to the next meeting of the Buildings and Health and Safety committee for a decision.

Headteacher

16.11 Admission Arrangements

The governing body determined the admission arrangements for 2017/18 and agreed that the existing arrangements would continue. Governors confirmed that all relevant paperwork had been forwarded

to the county council.

16.12 School Term and Holiday Dates 2016/17

The governing body noted the school term pattern for community, community special and voluntary controlled schools that was commended to voluntary aided and foundation schools. The governing body agreed the school term and holiday dates for 2016/17 and confirmed the five INSET days for 2016/17 on:

- **Thursday, 1 September 2016**
- **Wednesday, 26 October 2016**
- **Thursday, 27 October 2016**
- **Monday, 5 June 2017**
- **Friday, 16 June 2017**

16.13 Governor Training and Development

The training link governor reported on the training needs of the governing body and individual governors as identified from the most recent skills audit.

An evening meeting would be arranged to evaluate the effectiveness of the governing body. The twenty questions for governing bodies would be used as the basis for this self-evaluation.

Chair

16.14 Schools' Forum Elections

The governing body agreed to delegate to the chair the casting of a vote in any Schools' Forum elections.

16.15 Governance Information

The governing body noted the information provided in respect of governance information to be published on school websites. The headteacher confirmed that the required information would be put on the school's website to ensure compliance.

16.16 Forums for Chairs and Vice-Chairs

The chair confirmed they he would be able to attend the next meeting, subject to the date being convenient.

16.17 LASGB

The governing body noted the information provided by the LASGB.

16.18 Confidentiality

There were no items deemed confidential.

16.19 Date and Time of Next Meeting

The next meeting of the governing body would be held at 7.30 pm, on Thursday, 23 June 2016.

The governing body meetings for 2016/17 were arranged as follows:

Thursday, 10 November 2016 at 6.30pm

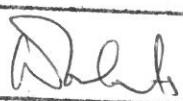
Thursday, 9 March 2017 at 6.30pm

Thursday, 22 June 2017 at 7.30pm

The headteacher encouraged governors to attend the parents' afternoon and evening scheduled for:

Tuesday, 22 March 2016 at 2-4pm

Wednesday, 23 March 2016 at 5.30-8.00pm

Signed: _____	
(Chair)	
Date: _____	23/6/2016.