

ST BARTHOLOMEW'S CE PRIMARY SCHOOL GOVERNING BODY MEETING

Minutes of the meeting held on Monday 23 September 2019 at 4.30 p.m.

PRESENT: Sheila Banks (Chair) Jane Wainwright (Headteacher)
Hafiz Baloch Collette Lawson
Lisa Forbes Wayne Ralley
Lisa McCaffrey Fr Michael Wood

IN ATTENDANCE: Karamjeet Bhuhi (Clerk, Governor Support Service)
David Needham
Karen Ross

		ACTION
1.00	APOLOGIES	
1.01	Apologies were received and accepted from Eileen Handley and Kath Morris.	
2.00	DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS	
2.01	Governors will complete their business and interests form and hand them in to school.	Governors
3.00	ELECTIONS OF CHAIR AND VICE CHAIR AND AGREEMENT OF TERMS OF OFFICE	
3.01	Sheila Banks was nominated for the position of Chair. There were no other nominations. Resolved: <ul style="list-style-type: none">• That the term of office of the Chair be for one year, to run until the first meeting of the academic year 2020/21.• That Sheila Banks be re-elected Chair of the governing board.	
3.02	<u>Election of Vice Chair</u> – Fr Michael wood's term as Vice Chair had expired and the election of Vice-Chair was deferred to the next meeting. Fr Michael Wood would continue as Vice Chair until then.	
4.00	MEMBERSHIP MATTERS	
4.01	With Kath Brown being on maternity leave, the Head said that she would contact her to ask her if she wished to continue as co-opted governor.	Chair
4.02	The Headteacher said that she had received some applications for the role of parent governor and that elections would be organised.	HT
5.00	MINUTES OF THE LAST MEETING	
5.01	Resolved: that the minutes of the meeting held on 10 June 2019 were agreed as a true and accurate record and the Chair was authorised to sign the minutes accordingly, subject to the following amendment: <ul style="list-style-type: none">• <u>Minute 3.01</u> – This should say that only Collette Lawson had agreed to continue as co-opted governor, instead of Kath Morris and Collette Lawson.	

6.00 REVIEW ACTIONS AND MATTERS ARISING

6.01 Confidential minute (minute 10.02 refers) – This was discussed in a further confidential minute.

6.02 Parking issues (minute 5.02 refers) – The Headteacher said that she had raised this issue of parking with Leeds Council again, including the field and PE issues. She reported that there did not appear to be a feasible solution to this at present.

6.03 Health and safety audit (minute 8.13 refers) – The Headteacher reported that actions had now been completed and the school was good in terms of health and safety.

7.00 CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BOARDS

7.01 Governors had received the model Code of Conduct with the meeting papers.

Resolved: that governors adopted the Code of Conduct.

8.00 AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE IN MEETINGS OF THE GOVERNING BOARD

8.01 **Resolved:** that governors would only be allowed to participate in meetings in person.

9.00 CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE

9.01 **Resolved:** that the Leeds GSS model Governing Board Scheme of Delegation and Committee Terms of Reference for Maintained Schools be adopted without amendment.

9.02 **Resolved:** that the approval of the budget was delegated to the Resources Committee.

9.03 **Resolved:** that all powers that could be delegated were delegated.

10.00 CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP

10.01 **Resolved:** that the existing committee structure be retained and confirmed as:

Buildings Committee

Personnel Committee

Resources and Finance Committee

Standards, Achievement & Curriculum Committee

10.02 **Resolved:** that the following would apply to the committees at minute 10.01:

- That the chair of each committee be elected at the first committee meetings of the year
- That all governors be a member of all committees, with the exception of the Resources and Finance committee
- That the Resources and Finance Committee comprise the Committee Chairs and the Headteacher, however, all governors are entitled to attend.
- That Associate Members have full voting rights at committee level
- That the school bursar clerk the committee meetings

10.03 **Resolved:** that committees with specific membership be as follows:

Pay Committee

Sheila Banks, Wayne Ralley and Eileen Handley

Pay Appeals Committee

As required.

Complaints Committee

Membership would be decided on a case by case basis, as required.

11.00 FINANCE UPDATE

11.01 The Headteacher provided an update highlighting the following:

- The budget was being closely monitored and was on track.
- There was a significant amount held in the builds budget for the necessary work required on the school environment and part of the nursery area which needs serious repairs.
- Resources for reading and phonics need further investment.
- Going forward, the school was spending less for services but increased staffing ratios would incur further costs.
- The income from after school club and educational visits was now going back into the school budget.

11.02 The Headteacher reported that there had been two break ins at the school in the last two weeks where the windows and doors were damaged. She said that the school was burgled again last Saturday night with safes, drawers and secure cupboards being broken into. Money and cheques collected for photographs were stolen. The Headteacher reported that as these were not in the safe they were not covered under the school's insurance. She explained that the reason for these not being locked away in the safe was that they could not be fitted into the safe. A letter had been sent to parents about the break in and the school would have to cover these costs. A bigger safe would be purchased and further security measures would be taken with regard to doors and windows.

Q: A governors asked if there was any indication about the amount stolen.

A: The Headteacher said that she was not aware.

12.00 HEADTEACHER RECRUITMENT

12.01 Governors were happy for the present arrangement of having Jane Wainwright continuing as the Acting Headteacher for the time being. This would be discussed again at the next meeting.

13.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES

13.01 These would reviewed and confirmed after the committees had met.

14.00 PRESENT UN-VALIDATED END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS

14.01 A summary of the summer 2019 data was circulated. The Headteacher highlighted the key points as below:

14.02 The results had plateaued. The attainment was lower but the progress was good. The learning environment needed improving and with the necessary improvements planned the results should improve.

14.03 There were excessive numbers in nursery and it was proving difficult to provide teaching to the required level. However, with the number going down this year should result in better teaching and learning.

14.03 Mobility was still an issue. The school could not take any more children and it was already oversubscribed.

15.00 RECEIVE A REPORT FROM THE HEADTEACHER ON THE CURRENT SELF-EVALUATION OF SCHOOL STRENGTHS AND WEAKNESSES

15.01 The Headteacher provided an update highlighting the following:

15.02 The Ofsted inspection was carried out on 10-11/07/2019. The school was good in all areas. The SIAMS inspection was carried out on 2/07/2019. The school was judged to be good overall. Both reports were on the school website.

15.03 SEND –_An audit is to be carried out by the Local Authority in October.

15.04 Reading and phonics will be a big priority forth this year. Training days had been planned and reading books are to be purchased. Assessment, health and wellbeing of both staff and pupils and attendance would also be a focus for the year.

15.05 There would be a significant consultation with parents on the Sex and Relationships Education.

Agenda

Committees

15.06	<u>Attendance</u> – The attendance for the Summer term was 92%, which was a big drop. The attendance during the last three weeks was 92.5% and with the actions taken this had improved to 95.8%. Procedures with regard to attendance needed to be improved, which was highlighted by Ofsted. Appropriate measures would be put in place. The school will also be looking to report parents for fines.	HT
15.07	<u>Finance</u> – The finance audit had identified a number of procedural issues which would need addressing. Measures would be put in place to address these.	HT
15.08	The SEF was being reviewed at present.	
16.00	SCHOOL VISION AND STRATEGIC PRIORITIES	
16.01	The school's ethos and rules are based on Christian values. The British Values are an integral part of the school's aims, ethos and values and are systematically developed through the curriculum, organisation and routines.	
17.00	HEADTEACHER'S REPORT ON PERFORMANCE MANAGEMENT	
17.01	The Headteacher reported that her performance management would be carried out in October was carried out in September 2019. Her objectives would be around reading and phonics, improving the learning environment and finance. She explained that staff performance would link into these priorities and would be carried out by October half term.	
18.00	QUESTIONS ABOUT THE HEADTEACHER'S REPORT	
18.01	The Headteacher provided a verbal update highlighting the following:	
18.02	<u>Attendance</u> – The Headteacher explained how this was linked with child protection and safeguarding. She said that she and David Needham had attended the child protection training and would be putting in further measures identified to address issues.	
18.03	<u>Pupil numbers</u> – There were 680 pupils on roll.	
18.04	<u>Nursery</u> – There were 52 educational funded places in nursery. The numbers were down this year, which would be more manageable	
18.05	<u>Racist incidents</u> – The Headteacher explained that these had not been reported on previously but this would be done now. Protocols for reporting these would be put in place using the LEA guidelines.	
18.06	<u>Staffing</u> – Governors were updated on the staffing position. She said that cover was being provided where necessary.	
	Q: A governor asked if absence management procedures were being followed.	
	A: The Headteacher said that this would be done more effectively	

now. Two new NQTs were supporting/ covering other teachers as well.

- 18.07 The pastoral team was being put in place to deal with safeguarding, attendance, home visits and behaviour issues. The Headteacher explained that these issues needed urgent attention. She said there was need to recruit a suitable qualified family support worker. Governors agreed that this should be a priority.

[Hafiz Baloch left the meeting]

- 18.08 The Headteacher spoke about the lack of outdoor space, which was also identified in the health and safety audit. This had had an impact on the delivering of PE. The Local Authority were aware of this.

- 18.09 The Headteacher said that she would be attending the finance training for Headteachers. David Needham would be attending the finance training for Deputy Headteachers.

- 18.10 The Chair would be attending the safeguarding training. She and Fr Michael Wood would be attending the finance training.

- 18.11 The governors DBS checks would need to be reviewed. Governor profiles also required updating.

**HT
Governors**

- 18.12 School meals – The Headteacher reported that halal meat is to be served on a trial period in October.

- 18.13 Parents group – The school was looking to establish a parents' group.

- 18.14 School kitchen – The school kitchen had been refurbished over the summer at no cost to the school.

- 18.15 Buildings – Final checks were being carried out particularly with regard to security. There were some issues with the pipework in the boys' toilets which needs replacing. Mens toilets would also needed repairs. Trees were causing an obstruction which posed health and safety issues. Trimming them back would require permission.

- 18.16 Macmillan coffee morning – This would be held on Friday, 9 to 10 am and donations would be collected for the cancer charity.

- 18.17 After school club – This would have appropriate staff in place. Letters would be sent to parents next week regarding bookings for the rest of the year.

- 18.18 Year 6 – Children in Year 6 will be supported with preparing for their end of year SATs.

[Wayne Ralley left the meeting]

19.00 COMMITTEE REPORTS

19.01 **Buildings Committee** – minutes of the meeting held on 08 July 2019 had been previously circulated. The Committee agreed the following:

- Fire Drill Procedures/ Fire regulations
- School Emergency Plan

19.02 **Standards, Achievement and Curriculum Committee** – Minutes of the meeting held on 08 July 2019 had been previously circulated. The Committee agreed the following:

- Asthma Policy
- Medical Conditions Policy
- First Aid Policy
- RE Policy
- Maths Policy
- EYFS Policy

19.03 **Personnel Committee** – minutes from the last meeting on 08 July 2019 had been previously circulated. The Committee agreed the following:

- Confidentiality Policy
- NQT Policy
- Community Cohesion Policy

20.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER

20.01

Resolved: that Headteacher performance management arrangements were in place. Governors would be Sheila Banks, Eileen Handley and Wayne Ralley. An external adviser would be attending also.

21.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

21.01

Resolved:

- That authority be delegated to the Headteacher to vire sums of up to £10,000 and to enter into contracts up to the value of £20,000.
- That signatories for authorisation of orders be approved as follows:
 - Orders: HT and any two from Lisa McCaffrey and David Needham and Billy Waters.
 - Invoices: Sian Meyrick and Lee Stead.
- That the local authority's financial regulations and standing orders and contract procurement regulations be adopted.
- That the Headteacher be authorised to sign the relevant form(s) to register any unofficial funds.

22.00 POLICY REVIEW (STATUTORY POLICIES)

22.01 The following policies were approved:

- Child Protection Policy (Model LCC policy). This had been circulated to governors and staff and was approved by the governing board.
- Keeping Children Safe in education – staff and governors would sign to confirm that they had read the document.
- Supporting Pupils with Medical Condition (This would be reviewed in November 2021)

22.02 Teacher Pay Policy - The Teacher Pay Policy was being negotiated.

23.00 GOVERNOR DEVELOPMENT

23.01 This was discussed above, minutes 18.09 and 18.10.

24.00 CHAIR'S BUSINESS

24.01 None.

25.00 CLERK'S BUSINESS

25.01 None.

26.00 ANY OTHER URGENT BUSINESS

26.01 None.

27.00 DATE AND TIME OF NEXT MEETING

27.01 Monday 20 January 2020 at 4.30pm.