

**Minutes of the Meeting of the Governing Body of
ARCHIBALD FIRST SCHOOL
Held on Monday 15 October 2012 at 5.30pm**

PRESENT

Dr J Davison (Chair)
Mrs J Bayes, Mr P Crabtree, Mrs A Ward,
Mr R Johnston, Mr J Hulme, Mrs R Turner, Ms S Lee, Dr M Moss (Associate).

In Attendance

Mr P Carter ~ Governor Services

Quorum

Governors in post = 12 : Quorum = 6: Governors in attendance = 10
The meeting was quorate

1.1 APOLOGIES FOR ABSENCE

Apologies for absence had been received and were accepted from;
Ms A Cornish, Mrs K Denham, Mrs S Graham and Mrs V Jefferson

1.2 DECLARATION OF INTERESTS

Governors were invited to declare any interests in the business of the meeting.
No interests were declared.

The Annual Register of Pecuniary Interests was circulated for signature.

PROCEDURAL ITEMS

1.3 APPOINTMENTS / MEMBERSHIP UPDATE

The Governors noted that **Mr Crabtree's** current term of office as an **Authority Governor** would expire on 31 December 2012 and approved that his re-appointment would be arranged by the LA.

The Governors also noted that **Mrs Ward's** term of office as a Parent Governor was to expire on 19 October 2012. The Governors approved that in the initial period, Mrs Ward would replace **Ms Lee** as a **Staff Governor** during the period of her maternity leave. After which point, appropriate re-appointment arrangements would be considered.

Comment [jba1]: It is Mrs. Graham.

**1.4 IDENTIFICATION OF URGENT ITEMS NOT ON THE AGENDA
Pupil Premium Funding.**

School funding was to change from April 2013. As a result, a new Pupil Premium Grant would be introduced, which would be linked to Free School Meal (FSM) numbers. The matter had been discussed by the City Schools Forum. Four funding

models had been considered and it had been agreed that the chosen model would be based upon £110,000 plus a grant based upon FSM eligibility. A graph showing the impact of the funding change upon the School was tabled. It was estimated that the impact would be between -10% to +2% of the School budget. However, there would be protection for two years for any negative impact. The School would be informed of the exact amount in January 2013.

An LA questionnaire concerning pupil premium funding was to be reviewed by the Teaching and Learning Committee.

1.5 ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

Dr J Davison was proposed & seconded and unanimously elected to serve as Chairperson for the ensuing academic year.

Proposed: Mrs J Bayes; Seconded Mrs A Ward.

Ms A Cornish and Mr P Crabtree were proposed & seconded and unanimously elected to serve as Joint Vice-Chairpersons for the ensuing academic year.

Proposed: Mrs J Bayes; Seconded: Dr J Davison

Dr Davison asked Governors to consider leadership planning for the Governing Body. Mr Hulme agreed to 'shadow' Dr Davison during the coming year.

1.6 REVIEW OF:

1.6.1 Governing Body Handbook

The Governing Body Handbook (including the GB Decision Planner) was currently being updated by Ms Cornish and would be brought to a future meeting for review and approval.

ACTION: Ms Cornish

1.6.2 Governing Body Procedures

The Governing Body reaffirmed the list of procedural decisions originally taken in autumn 2003 and ratified in 2011.

1.6.3 Committee Membership, Remits and Governor's Responsibilities

The Governors reviewed their Committee membership and remits and agreed the following for the forthcoming academic year:

i). **Teaching and Learning Group**

which will focus on curriculum issues, school standards and school data.

Composition: Angela Ward (Chair), Rebecca Turner, Peter Crabtree, John Hulme, Katherine Denham and Sarah Graham.

ii). **Leadership Support Group (including Staffing and Staff dismissals)**, meeting as and when necessary to support the Senior Management Team.

Composition: Annabel Cornish (chair), Dr John Davison, Julia Bayes, Rebecca Turner, Vicki Jefferson, Dr Mark Moss

iii). **Finance/General Purposes**

Composition: Katherine Denham (Chair), Julia Bayes, Annabel Cornish, Richard Johnston, Rebecca Turner, Sarah Lee, Angela Ward

iv). **Admissions/All Appeals/Pupil Discipline**

This committee will be Chaired by Peter Crabtree and will consist of any Governor who was not involved in the original issues or any decision making processes.
(minimum quorum = 3)

v). **Attendance and Welfare Panel (Working Group)**

Composition: John Hulme, Vicki Jefferson, Diane West (School Family Support Officer), Brenda McDougal (School Attendance Officer), Carole Smith (School Administrative Officer)

Comment [jba2]: Diana

Governor Links

The following Governor Links were also approved:

Health and Safety / General Safeguarding - Richard Johnston

SEN and Disabilities, Child Safeguarding - Angela Ward

1.7 DRAFT MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on **12 June 2012**, had been circulated and were approved as a true record, subject to noting the correct reference to Dr Mark Moss throughout the document.

1.8 MATTERS ARISING

Item 3.6 Matters Arising Head Teacher's Report

The School website was now live. Remaining Governors were asked to send appropriate 'governor profiles' for inclusion. It was agreed that Governor minutes and other supporting documentation would also be placed on the website. A newsletter was to be sent to parents to inform them about the developments.

Item 3.8 Head Teacher's Report Safeguarding

The remaining Governors who had not yet completed safeguarding training were asked to complete this via the Newcastle Safeguarding Board website and to bring copies of their completed safeguarding training certificates to the School.

ACTION: All remaining Governors

**Item 3.11 Reports from Committees / Individual Governors
Teaching and Learning Group**

Feedback from staff about Governor monitoring visits had now been obtained.

1.9 ESTABLISH AN ANNUAL CALENDAR OF MEETING DATES AND TIMES

A proposed schedule of meeting dates and times had been circulated separately. The dates were to be put on the School website.

1.10 GOVERNOR TRAINING NEEDS

Governors were reminded that a new Governor Development and Support brochure had been issued earlier in the term and were asked to consider future training requirements. Mrs Bayes and Dr Davison had identified a number of potential courses that Governors were asked to consider. The Cluster Schools had arranged training session (s) with Mrs Corlett (LA Senior Advisor) and suitable dates were to be arranged. Three School-based online training sessions had also been arranged for 5 December 2012, 15 April 2013 and 1 July 2013.

Training sessions covering Pupil Premium funding and Raise Online were also to be arranged with Tribal Ltd.

STRATEGIC / MONITORING AND EVALUATION ITEMS

1.11 HEAD TEACHER'S REPORT

Mrs Bayes introduced her report, copies of which had been circulated. She highlighted the following:

Staff

The School was now fully staffed. Miss Kelly Exeley was to join the School in January 2012 as an Early Years Coordinator.

Comment [jba3]: Exley (my spelling error)

Attendance

Overall attendance stood at 96.2%, which was above national average. The attendance figures had exceeded the previous year, which reflected the good work that had been undertaken by the School. The main issues still concerned parents taking holidays in term time. The School had introduced a rule that it would only authorise holidays during term time in exceptional circumstances (such as family bereavement etc.). The School had targeted persistent offenders during the year. Parent Governors reported that most parents accepted the School's policy.

Comment [jba4]: Formatting - bold

Pupil Numbers

The School Roll continued to rise and currently stood at 343, which meant that there were only 6 vacancies across the whole school. However, there had been some significant issues with the LA admissions processes and the School was actively pursuing parents directly.

Comment [jba5]: Sounds like we are running after them!! Perhaps - following up applications with parents directly

SEN

SEN data remained fairly stable. The School was to write to parents to remind them to complete the appropriate forms, where applicable.

Achievement to Date

Data for all year groups was shown in the report. The School continued to monitor the data closely. Attainment remained very good and was generally above national averages. Particular issues were noted:

- The Year 4 cohort was very top heavy with girls and the School was working to support closing the attainment gap between boys and girls
- All targets had not been met, but the School was aware of the issues and was focusing on individual pupils where required.
- Staff lesson observations and performance appraisals had been carried out and performance objectives had been set to support assessment.
- The School Achievement Partner, Mr Constable, had commented on the quality and depth of the School's analysis and assessment processes.

1.12 SEF UPDATE / REVIEW

The School SEF was currently being developed and would be brought to a future meeting for review.

1.13 SCHOOL DEVELOPMENT PLAN UPDATE

Copies of the School Development Plan had previously been circulated. The document was to be updated with target and performance management target data. The updated document would be circulated for review.

The key areas for development for the School were to:

- close the attainment gaps between vulnerable pupils and other pupils
- to address the attainment gap between boys and girls
- to continue to focus on Maths and Writing for boys.

1.14 REPORTS FROM COMMITTEES / INDIVIDUAL GOVERNORS

Reports from Committees

Leadership Support Group

23 April 2012

Copies of the minutes of the above committee meeting had been circulated.

The Committee was continuing to discuss the processes and objectives for Governor monitoring visits. Whilst some staff were happy to accommodate such visits, other staff had expressed concerns. Mrs Bayes had discussed the protocol for visits with Mr Grayson (NUT representative), who had accepted the School's proposals. It was proposed that parent governors would not be involved in the initial monitoring cycle visit programme.

The Group had also discussed ways of managing an Ofsted inspection. It was agreed that notes of meetings between Mrs Bayes and Dr Davison would be circulated on a regular basis.

Reports from Individual Governors

Mr Hulme's Report

Copies of Mr Hulme's report on Attendance and Welfare had been circulated. Most issues in the report, especially those concerning unauthorised holidays had been discussed earlier in the meeting.

The report was received.

Mr Johnstone's Report

Mr Johnstone reported that he was to attend a forthcoming meeting regarding traffic / parking problems in the vicinity of the School. The LA had produced a bulleting which had been distributed to parents on the consequences of parking in the vicinity of the School and a camera car was patrolling the area from time to time. The initiatives introduced appeared to be resolving the 'morning' parking issues. A further meeting was to be held with stakeholders to review the next steps to be taken. The School had also signed up to a 'bike-it' scheme and a series of supporting events were planned throughout the year.

Comment [jba6]: Johnston – no 'e'

Comment [jba7]: As above

Comment [jba8]: bulletin

Mr Crabtree's Report

Mr Crabtree reported that he had visited the school during the summer term and had circulated a report on his visit. He had also discussed parking issues and noted that the behaviour of the children had been exemplary.

1.15 POLICY REVIEW

Copies of the School policy review schedule had been circulated to Committee chairs.

- The **Equality and Diversity Policy** was to be circulated by Mrs Bayes.
ACTION: Mrs Bayes
- Mrs Jefferson was to be asked to review the **Complaints and Concerns Policy**.
ACTION: Mrs Jefferson

ACCOUNTABILITY ITEMS

1.16 FINANCIAL MONITORING UPDATE

It was reported that:

- The School Fund audit had been completed.
- A full School financial audit was to be carried out during October, following which the School would be compliant with the SFVS financial standard.

1.17 HEALTH & SAFETY / SAFEGUARDING / RISK MANAGEMENT ISSUES

Mr Johnstone was to continue to undertake health and safety inspections. The School caretaker was also providing monthly inspection reports.

Comment [jba9]: as before

1.18 DATES & TIMES OF FUTURE MEETINGS

The following dates and times of future meetings were agreed:

- Spring Term** - Monday 11 March 2013 at 5.00pm
- Summer Term** - Monday 10 June 2013 at 5.30pm

1.19 LOCAL AUTHORITY REPORTS – AUTUMN TERM 2012

Copies of the following LA reports had been circulated.

1.19.1 Update on HR Issues

The report provided governors with an update on the following HR issues:

- Changes to teacher’s pay and conditions from 1 September 2012 including a new model Pay Policy
- Implementation of the final arrangements for Single Status
- LA Redeployment Procedures
- Changes to the City Council’s redundancy scheme.

Mrs Bayes noted that the School was complying with the LA’s new ‘living wage’ policy.

1.19.2 The School Governance Constitution Regulations 2012

The report provided information on changes to governing body constitution regulations, which came into effect from 1 September 2012. The regulations would apply to any future changes to the constitution of the governing body.

1.19.3 A Newcastle Learning Trust (Update on summer term report)

It was noted that the proposed City-wide Learning Trust had been placed on hold, while the Council Executive considered a number of wider issues.

1.20 ANY OTHER BUSINESS

1.20.1 Dr Davison noted that the PTFA had done much to support the School. He and Mrs Bayes were to meet PTFA representatives later in the week to establish better communication links.

1.20.2 The School was involved with the ‘Million Voices’ project and would be participating in a concert at the City Hall. However, The Million Voices project was a separate commercial organisation and the School would not profit financially from the venture.

1.20.3 The ‘Gosforth Voices’ Ensemble which was supported by the Newcastle Music Service, was giving performances in pyramid schools and would be performing in the School later in the term.

1.20.4 Dr Davison reported that the 'Working Together' Group had received only one tender (from Avec Ltd.) for the proposed cost efficiency contract. Avec Ltd would look to review the service level agreements (SLA) of schools and anticipated that their charges would be paid for through cost savings and efficiencies. The School wished to join the proposed contract and the costs to the School would be £3,000 for the first year. It was proposed to enter into a two year contract, but efficiency savings would be reviewed at the end of the first year.

ACTION: Dr Davison

There being no further business, Dr Davison thanked everyone for their attendance and the meeting closed at 7.25pm.

Signed..... Date
Chair of Governors