

**Approved Minutes
Meeting of the Governing Body of
ARCHIBALD FIRST SCHOOL
Held on Monday 10 October 2016**

Present:

John Hulme (Chair),
Julia Bayes (Headteacher), Peter Crabtree, John Davison, Alan Dunlop, Mark Moss,
Kym Mullick, Anna Steer, Rebecca Turner, Jane Wallace, Angela Ward

Quorum:

Governors in post = 11: Quorum = 6: Governors in attendance = 11

The meeting was quorate.

In Attendance:

Nick Conway	~	Achievement Partner
Catherine Parkin	~	Clerk, Governor Services

The meeting opened at 5.35pm.

1. Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting. Apologies for absence had been received from Richard Johnston and were **accepted**.

2. Achievement Partner Introduction

The governors welcomed Nick Conway, the school's new AP, to the meeting. Copies of Nick's introductory report had been emailed to governors prior to the meeting.

Nick provided governors with some background information about his experience and a summary of the contact he had had with the school to date. The following points were highlighted:

- Nick had completed two visits to the school which had involved meeting with the Headteacher, Deputy Headteacher and the Chair of the GB, and a variety of activities including talking to the senior leaders and the children, and looking at the children's books.
- A brief summary of the context of the school was provided.
- The school had a low proportion of children with SEN and a small number of children with complex needs.
- The main area which had been identified as a focus was to further refine the quality of teaching.
- The most recent AP report had continued to support the outstanding judgement from the latest Ofsted inspection.
- The data analysis indicated that standards remained high; further information was provided.
- Particular reference was made to the positive work with governors and senior leaders and the calm environment at the school.

The governors were informed that the senior leaders had been invited to visit Nick's school and that meetings had been arranged for 3 November for the senior leaders

and the Headteacher to look at pupil data, and on 8 November for the Headteacher's performance management. There would be two further visits arranged in the spring and summer term and any further support could be arranged.

The governors thanked Nick and at this point he left the meeting.

3. Annual Declaration of Interests and Publication of Governing Body Details on Edubase

An individual Register of Interests, in line with current statutory guidance, had been circulated. The governors noted the new requirements for Edubase.

There were no interests declared in the business of the meeting.

**4. Governing Body Membership Update
Vacancies**

The governors **reappointed** Peter Crabtree for a further term of office as authority governor.

The vacancies for one foundation trust and one parent governor were noted and discussed. The Chair and the Headteacher had reviewed the volunteer list held by Governor Services for the FT vacancy; however, a potential candidate had since been appointed to another GB.

There had been three candidates nominated for the parent governor vacancy. The successful person would be determined on Monday 17 October. **In response to a query regarding the voting process, further details were provided.**

5. Identification of Additional Items not on the Agenda

The Governor Mark accreditation was identified as an additional item and would be discussed under item 18.

6. Election of Chair and Vice Chair

Copies of the GB procedures had been circulated. A discussion took place regarding succession planning for the position of chair and vice chair and the eligible governors who were non-school based.

John Hulme was elected as the Chair of the GB for the ensuing academic year until the first meeting of the autumn term 2017.

Peter Crabtree and John Davison would continue as joint Vice Chairs until the spring term where this would be an item for discussion and / or an election process would take place. The Chair would write to governors regarding the roles and the successful transition process that he had been part of as joint Vice Chair and prior to his election as Chair.

Action: John Hulme / Full GB

7. Review of:

a) Governing Body Handbook

The governors **reapproved** the GB Handbook for 2016-2017 with no amendments.

b) Governing Body Procedures

Copies of the current GB procedures had been circulated. The governors **reapproved** the procedures for 2016-2017; there were no amendments required.

c) Updated NGA Code of Conduct

The updated NGA Code of Conduct had been circulated. The governors reviewed and **approved** the code for 2016-2017. A copy was circulated for signing.

d) Committee Membership and Link Governor Roles

The governors **agreed** the following committee membership and link governor roles for 2016-2017:

i. Teaching and Learning Committee

Angela Ward (Chair), Julia Bayes, Peter Crabtree, John Hulme, Anna Steer, Rebecca Turner

ii. Leadership Support Committee

Meetings to be arranged when necessary to support the Senior Management Team.

Mark Moss (Chair), Julia Bayes, John Davison, Jane Wallace, Rebecca Turner

iii. Finance, Staffing and General Purposes Committee

Richard Johnston (Chair (Associate)), Julia Bayes, Alan Dunlop, Kym Mullick, Rebecca Turner

iv. Admissions (including in-year admissions)/ All Appeals / Pupil Discipline Committee

Peter Crabtree (Chair), Richards Johnston, Rebecca Turner
Rachel Carr (School Administrative Officer)

The committee would operate by email where necessary. Rachel Carr would maintain a record of communications to provide evidence of the decision making process.

v. Attendance and Welfare Panel (Working Group)

John Hulme (Chair), Julia Bayes, Rachel Carr (School Administrative Officer), Richard Johnston (Associate), Rebecca Turner (to attend in the absence of the Headteacher)
Diana West (School Family Support Officer) – invited subject to agenda

Appointment of Link Governors

A request was made for a governor to volunteer as link governor for Artsmark, which was part of the criteria for the award; an update on the accreditation was provided. **In response to a query, it was noted that the school would be starting the application process and governors were asked to contact the Headteacher should they be interested in the role.**

Action: All governors

The following link governors were **appointed**:

Health and Safety / Safeguarding
SEN and Disabilities
Pupil Premium
Primary Sport and PE Funding
ICT and Computing
Artsmark

Richard Johnston (Associate)
Angela Ward
Anna Steer
John Davison
John Hulme
To be confirmed

e) Delegation Arrangements

Copies of the updated NGA delegation planner had been circulated. The governors reviewed and **approved** the planner for 2016-2017.

A governor queried the admissions arrangements for the middle and high schools; further details were provided and discussed.

f) Identification of Governing Body Training Needs

Governors' attention was referred to the Governor Services training programme for 2016-2017, which had been sent out to all governors as part of the September issue of GoverNews.

The following training sessions and governor attendance were noted:

- Update on access, admissions and attendance, Wednesday 19 October
- Schools Financial Value Standard (SFVS): The clerk would check the dates for the next SFVS (School Financial Value Standard) sessions and forward the information to the Headteacher and the Chair.

Action: Governor Services

- Understanding School Finances, Thursday 8 December: Kym Mullick
- Practical Charing: Wednesday 8 February
- Safeguarding briefing with Clennell Education Solutions at Brunton First School
- Safer recruitment training

A request was made for governors to attend an initial session with Ian Clennell if they hadn't already done so. It was noted that Jane Wallace had completed safeguarding training through her employment and Anna Steer would arrange to attend a session.

Action: Anna Steer

The school has a current subscription to Modern Governor. It was suggested that governors complete at least one module per term in their own time or attend the full GB Modern Governor session on Monday 5 December at 5.30pm. A request was made for governors to download their certificates for the GB training record.

8. Draft Minutes of the Previous Meeting

The minutes of the meeting held on 13 June 2016, which had been circulated, were **agreed** as a true record. There were no confidential items declared.

9. Matters Arising

Page 1

Item 3.4 GB Membership Update

Parent Vacancy

These items had been discussed earlier in the meeting under item 4.

Page 2

Item 3.7 Matters Arising

GB Information

Anna Steer had completed her pen portrait for the website.

Schedule of Approved Levels of Authority

The clerk had provided the contact details for the specimen signatures. This had been included under item 14 as part of the autumn review of procedural items.

Page 5

Item 3.10 Reports

Planning and Assessment Governor Monitoring Report, John Davison

Early Years Governor Monitoring Report, John Hulme

The reports had been circulated by email to the GB.

Page 7

Item 3.17 LA Reports

The decisions regarding the employer discretions made by the GB for the Local Government Pension Scheme (LGPS) had been communicated to HR at the LA.

10. Headteacher's Report

Copies of the Headteacher's report had been circulated by email. The following points were highlighted:

- The envisaged changes and key challenges for the school regarding staffing were outlined.
- There were three NQTs (newly qualified teachers) who would require additional non-contact time. The mentoring arrangements had been implemented.
- A recruitment process was taking place for a new HLTA (higher level teaching assistant) and a midday supervisor. The interviews would take place on Monday 17 October and Thursday 13 October respectively.
- The governors were updated on the new appointment of a member of staff.
- The Headteacher would continue as the SENCO at this time until another member of staff was able to take on the role.
- The impact of the requirement for Mrs Turner to cover for four days in Reception until the end of the autumn term, which was due to current maternity leave and a member of staff relocating was noted. Arrangements would be made to implement TLRs (teaching and learning responsibility payments) where applicable.

Further to a question, the governors were informed that there would be only one supply teacher appointed to cover for two days in Year 4. Further details

regarding the arrangements were provided. It was noted that decisions had been made to ensure continuity for the children.

In response to a query about the contract arrangements for the new staff, the governors were informed that fixed term contracts had been offered to the staff who had been appointed.

The governors commended the Headteacher and the Deputy Headteacher for their management of the staffing challenges.

A governor queried how the interim arrangement for the Headteacher to cover during lunchtimes was working. An update was provided and it was noted that an appointment should be made in the near future.

Following a question regarding how the PE arrangements were progressing, it was noted that Karin Smurthwaite, PE specialist, had not yet started work with the school for this academic year. The staff had requested specialist support to develop skills for teaching gymnastics and Karin would provide this as well as after school clubs in due course. The SLA arrangements with the LA were outlined. **In response to a further query regarding whether the school was receiving adequate support from the purchased provision, it was suggested that a review would take place at the end of the academic year to determine the impact of the activities, which would inform the future planning of the PE and sports funding.**

The governors were offered the opportunity to raise any questions about the school data. The changes to the presentation of the data was noted. **A query was raised regarding the collation of the data; Mrs Turner had collated info from the LA Primary Data Pack, which had been positive.**

The school had identified phonics, spelling and handwriting as areas of focus following moderation and these areas had been included in the development plan.

The governors queried if the school had clear plans in place to improve these areas. It was noted that all staff had been asked to complete a step grid at the end of the summer term and progress would be measured on a half termly basis going forward to ensure rigorous monitoring and the implementation of appropriate interventions to meet the needs of the children.

SEF Update

The senior leaders were in the process of updating the SEF with the end of year data. The document would be circulated at the next full GB meeting.

School Development Plan (SDP)

The curriculum teams had met to update and review the action plans.

The Chair thanked the Headteacher for the report.

11. Gosforth School's Trust Update

In response to a question, the governors were informed that a Trust Board meeting had not yet taken place during this academic year; however, the Trust Headteachers had met to look at the Trust Development Plan. Further to the resignation of Julie McManus, Trust Business Manager, a proposal would be submitted to the Board for Julia Bayes and Helen McKenna, Headteacher at Broadway East First School, to lead on the action plan for teaching and learning, and for a member of the admin staff at Dinnington First School to provide support.

There had been no decisions made on what model to pursue regarding the multi academy trust (MAT) proposal.

12. Reports from Committees

Teaching and Learning Committee, 27 June 2016

Copies of the minutes had been circulated. It was noted that the curriculum coordinators for science and literacy had presented to governors at the committee and Mrs Turner had provided an update on maths. It was suggested that governors had found the experience helpful.

A governor queried how staff had responded to the requests to present at the meeting. There had been no concerns identified and it was suggested that it had provided a good opportunity for the middle leaders to share information on the curriculum activity and current issues.

The committee would discuss taking the programme of governor visits forward during the year and what staff would find beneficial. **In response to a query, an update was provided regarding governors responding to staff concerns and the previous visits that had been completed by governors who were not parents of children registered at the school.** A discussion took place on taking staff concerns into consideration, the current staffing structure and ensuring governors were aware of what was going on in school and were able to triangulate the data.

The next Teaching and Learning Committee would take place on Monday 28 November. Rebecca Turner submitted her apologies for the meeting.

Leadership Support Committee, 19 July 2016

Copies of the minutes had been circulated. It was noted that the governors had reviewed the decisions required for the Local Government Pension Scheme; the committee members had agreed each term in line with the LA position.

Governors' attention was referred to the policies that had been reviewed and the discussions regarding the Trust update and the staffing structures.

The next Leadership Support Committee would take place on Tuesday 1 November.

Finance Committee, 4 July and 3 October 2016

Copies of the minutes had been circulated.

It was noted that the governors had agreed to the increase of the Newcastle Living Wage, at the rate of £8.25 per hour, at a date to be confirmed when the Council Members approved the increase. The potential implications of the increase on the rates of pay for other members of staff had been identified as a concern.

A review of the expenditure report, in line with expectations had taken place. There were no issues identified.

There would be ongoing work take place towards completing the SFVS submission to meet the 17 March 2017 deadline from Internal Audit.

The Charging and Remissions Policy had been reviewed; there had been no changes required.

It was noted that an additional non-school based governor would be required to join the Finance Committee.

Action: Full GB

Attendance and Welfare Panel

A verbal update was provided. It was noted that the panel continued to meet on a monthly basis.

The school's rate for attendance was 98%, which had been a good start to the term and an increase on the rate for the previous year.

There were a number of ongoing welfare cases; the governors noted the extent of the staff resources required for this.

13. Policy Review

A range of policies for review had been circulated to the committee chairs prior to the end of the summer term. A review of the policy schedule would take place.

14. Financial Monitoring

Schedule of Approved Levels of Authority

The governors **reapproved** the delegated levels of authority; there were no changes required.

Appointment of School Fund Auditor

The governors **reapproved** the current arrangements for the School Fund, which included the SLA with the LA for Cheryl Spencer, Internal Audit, to audit the fund.

SFVS

SFVS had been discussed under item 12. It was noted that Cheryl Spencer provided a 'health check' on the school's procedures as part of the auditing process.

National Funding Formula

The governors were updated regarding the changes to the National Funding Formula, which had been delayed to 2018-2019, and the LA's tool to support schools

with the changes to funding. The school would receive support with the budget figures from Olwyn Graves, LA Budget Manager.

Pupil Premium Update

Primary PE and Sports Funding Update

An update on Pupil Premium had been included in the Headteacher's report. A detailed annual report for Pupil Premium and the Primary PE and Sports Funding would be presented to the Teaching and Learning Committee who would continue to monitor the funding. The updated information would be published on the school's website.

The governors were offered the opportunity to raise any queries; no questions were identified.

15. Safeguarding / Health and Safety / Risk Management Items

The annual Safeguarding Audit would be completed during the autumn term. Rob Bell, the school's caretaker, would continue to complete a monthly report for the Headteacher and any issues would be addressed accordingly.

16. Dates and Times of Future Meetings

The governors noted the following dates that had previously been agreed:

Full Governing Body (all at 5.30pm)

- Monday 5 December (Modern Governor)
- Monday 6 March 2017
- Monday 12 June

At this point, Peter Crabtree left the meeting.

17. Local Authority Reports – Autumn Term

The governors noted the following reports, which had been circulated:

- Admissions Update
- EAL Proficiency – New Census Requirements
- National Funding Formula and High Needs Funding
- Update on HR Issues

It was noted that the changes to the Keeping Children Safe in Education guidance had been included in the safeguarding training.

The approval of the Pay Policy and the Grievance Policy had been delegated to the Finance, Staffing and General Purposes Committee.

18. Any Other Business


Governor Mark

A discussion took place regarding a decision on whether to complete the process for the Governor Mark accreditation when the current award expired following the three year validation period. The auditing process and associated cost for the accreditation were discussed. It was suggested that the process had been useful for the development of the GB.

Governors' queries regarding the best use for the funding, the national take-up for the accreditation and what other options were available were discussed. It was agreed to look at completing the Governor Mark application process without applying for the accreditation, which would incur a fee, or another option for auditing the GB. The clerk would forward the information held by Governor Services to the Chair and the Headteacher.

Action: Governor Services

There being no further business, the Chair thanked everyone for attending and closed the meeting at 7.12pm.

Signed.....  Date: Monday 6 March 2017
Chair of the Governing Body