

**Draft Minutes**  
**Meeting of the Governing Body of**  
**ARCHIBALD FIRST SCHOOL**  
**Held on Monday 10 June 2013**

**Present:**

Dr John Davison (Chair),  
Mrs Julia Bayes (Headteacher), Ms Annabel Cornish, Mr Peter Crabtree,  
Ms Kath Denham, Mr Richard Johnston, Mrs Sarah Lee, Mr Mark Moss (Associate),  
Mrs Angela Ward (Associate)

**Quorum:**

Governors in post = 10: Quorum = 5: Governors in attendance = 7

**The meeting was quorate.**

**In Attendance:**

Catherine Parkin ~ Governor Services

The meeting opened at 5.37pm.

**3.1 Welcome and apologies for absence**

John Davison welcomed everyone to the meeting. Apologies for absence were **accepted** from John Hulme, Vicki Jefferson and Rebecca Turner.

**3.2 Declaration of interests**

Governors were invited to declare any business interests in relation to any of the meeting's agenda items; no interests were declared.

**3.3 Identification of additional items not on the agenda**

There were no items identified.

**3.4 School Achievement Partner's report**

Copies of the report had been circulated. Chris Constable had presented the report at the Teaching and Learning Committee where governors had discussed the report in detail. It was noted that the school was 'outstanding' in all areas; the development of middle management where all staff were involved with the analysis of data had impacted positively on the progress of pupils. The school would focus on maintaining a programme of self-assessment and the development of staff at all levels.

John Davison stated that the school was a good place to be in and congratulated all staff on this achievement.

**3.5 Appointments / membership update**

Julia Bayes informed governors that three self-nominations had been received for the teaching staff governor vacancy; the election process would continue.

The school would wait until the autumn term to start the election process for one parent governor.

Following a discussion regarding reconstituting the governing body, governors **agreed** to defer the decision until the autumn term after the parent governor

elections.

**Action: All Governors / Governor Services**

### **3.6 Minutes of the previous meeting**

The minutes of the meeting held on 11 March 2013 were **agreed** as a true record with no confidential items declared.

### **3.7 Matters arising**

**Page 2**

#### **Item 2.5 Draft minutes of previous Governing Body meeting**

##### **Committee membership, remits and responsibilities**

Vicki Jefferson had been added to the membership of the Attendance and Welfare Panel Working Group.

#### **Item 2.6 Matters arising – election of Chairperson and Vice-Chairperson**

John Hulme and Richard Johnston had been invited to attend the regular meetings with John Davison and Julia Bayes regarding leadership planning.

#### **Governing Body handbook**

Annabel Cornish would complete the final parts of the handbook then forward it to John Davison. Finance Committee details to be supplied by Katherine Denham.

**Action: Annabel Cornish / Katherine Denham**

#### **Safeguarding**

Vicki Jefferson's DBS (Disclosure and Barring Service) check had been completed.

Annabel Cornish and Vicki Jefferson would complete the online Modern Governor safeguarding training and would give the school copies of their certificates.

**Action: Annabel Cornish / Vicki Jefferson**

#### **Policy review**

It was noted that the school had not received the amended Compliments and Complaints policy to include compliments at the beginning.

**Action: Vicki Jefferson**

**Page 7**

#### **Item 2.13 Governor Mark**

Governors' agreed plan is to devolve sections of Governor Mark to individual Governors. It was noted that Vicki Jefferson was unable to lead with the task and finish group. John Hulme had declared an interest in pursuing this and Mark Moss volunteered to work with John. John would contact Mark to take this forward.

**Action: John Hulme**

#### **Item 2.15 Safer Recruitment**

It was noted that Julia Bayes and Rebecca Turner had completed training.

Governors were offered the opportunity to ask questions; no issues were raised.

### **3.8 Headteacher's report**

Copies of the report had been circulated. The following points were highlighted and discussed:

## **Staffing**

There would be considerable changes to the staffing arrangement. Following a query regarding the changes, it was suggested that the school would continue to ensure robust provision with additional staff in place.

Lindsay Fowler has now taken up a permanent staff position; two NQTs have had their contracts made permanent.

Governors were informed that Julia Bayes had met with HR regarding the administration post that had been re-evaluated to senior administration/finance assistant level. The job would be advertised and Annabel Cornish and Peter Crabtree would be on the recruitment panel. Following a query, it was noted that the school had taken the future needs of the school into consideration during the process.

## **Pupil numbers**

Further to a query regarding applications for Nursery, it was noted that a number of Gosforth schools had experienced a decline in the number of applications received. This had not impacted on the applications received for Reception that was hugely oversubscribed. It was suggested that parents were opting for full day provision offered by private nurseries. The school had circulated a paper to consult with parents to determine the interest in other provision including maintaining the current offer, buying extra sessions, or 2.5 days. Applications had been received for seven afternoon and five morning places. Due to the change in legislation regarding parents returning to work when their children reached aged five instead of seven years old, Julia Bayes was in the process of preparing a business plan regarding the school's provision. A discussion took place regarding the impact of possible Trust status on the provision and staggered nursery entry. The school was waiting for a response from the LA as to why it was only nursery schools that could offer a staggered entry.

**ACTION: Julia Bayes to prepare and submit business plan.**

## **Data**

Governors were offered the opportunity to raise any queries regarding the data; The following queries were addressed:

- Julia outlined the age related expected levels at the end of each year:
  - Year 1 – 1b
  - Year 2 – 2b
  - Year 3 – 2a
  - Year 4 – 3b
- It was noted that the main action after the maths curriculum visit was to review the distribution of the support for pupils.
- As a result of last year's outcomes regarding pupil achievement, cross phase moderation would now take place during the autumn and summer terms. Any challenges regarding grading would take place during the meetings to moderate evidence from the children's work and to ensure the submitted grades were accurate. It was suggested that staff had found this process useful.
- Governors were made aware of some research where teachers had focused on pupil achievement for summer born babies. It was noted that the school

would not adopt this approach as teachers focused on particular groups of children and their individual needs.

- The HT Report included details of how Pupil Premium funding was allocated and confirmation that this information is displayed on the School website.

John Davison thanked Julia Bayes for her report.

### **3.9 SEF update**

Governors were informed that Julia Bayes and Rebecca Turner would work on the SEF when Rebecca returned from maternity leave.

### **3.10 School Development Plan update**

Copies of the SDP had been circulated. A discussion had taken place regarding amending the plan to direct key actions to curriculum teams. Governors were asked to direct any questions to the curriculum lead.

It was noted that the SFVS (School Financial Value Standard) would be linked to the budget requirements in the SDP in terms of identifying funding and the costs involved. The creative team had completed this task.

An RE audit would take place to determine what was needed.

### **3.11 Reports from committees / individual governors**

#### **Governor Mark Task and Finish Group update**

This item had been dealt with earlier in the meeting under item 3.7. Governors were reminded that John Hulme and Mark Moss had jointly taken on the lead role for the group. John and Mark would allocate a task to each governor so that everyone would be involved in the process.

**Action: John Hulme / Mark Moss**

The Governor Mark Task and Finish Group would be added to the governors' section of the SDP.

#### **Leadership Support Committee - 18 March and 20 May 2013**

Copies of the minutes had been circulated. The following points were highlighted: John Davison had circulated potential teams for Ofsted visits and had not received any feedback from governors.

It was noted that the first school curriculum focused visit had been carried out by John Davison. A second visit had been completed by John Davison and Annabel Cornish. Governors **agreed** to continue with the curriculum visits in pairs and to schedule the visits on different days. Annabel Cornish would carry out the next curriculum walk with Peter Crabtree on Wednesday 23 October 2013; Peter Crabtree and Katherine Denham would carry out the fourth visit. Rebecca Turner would be involved in coordinating the visits; Annabel Cornish would produce a document outlining the process and Sarah Lee would draft a staff feedback form for the visits. Parent governors would not be scheduled into the programme for the first year.

**Action: Annabel Cornish / Sarah Lee**

#### **Curriculum Walk – literacy – 23 May 2013**

Annabel Cornish and John Davison gave a verbal update. It was noted that they had

focused on writing during the visit. They stated that they had witnessed a secure environment and fantastic behaviour and it had been clear when an extra resource was needed and had been put in place. The children had been keen to talk to Annabel and John commented on the robustness of the knowledge of middle management that was backed up at the leadership meeting discussions. As a result Governors gained a clear understanding of the School moderation process.

### **Teaching & Learning Group, 22 May 2013**

Copies of the minutes had not been received by governors. It was noted that Chris Constable had attended the meeting and governors had discussed the Achievement Partner's report from the spring visit.

Governors had reviewed and approved the Sex Education and Creative Curriculum policies; they would be added to the school's website.

### **3.12 School Trust status**

Governors were informed that all 11 schools involved with the Gosforth Trust had signed the Memorandum of Understanding that indicated their intention to move forward with the Trust proposals.

All of the schools would contribute to a flyer that would be produced to be circulated with a letter to staff and parents regarding the consultation process. It was noted that Julia Bayes and Annabel Cornish were the school's representatives for the Trust Steering Group and would be joined by Rebecca Turner where possible.

Following a query, it was noted that the LA had informed Julia Bayes that they would continue to support schools with any issues with asbestos.

### **3.13 Policy update**

There were no further policy updates identified.

### **3.14 Finance update / Budget approval**

Minutes of the Finance Committee meetings held on 19 March, 1 May and 13 May 2013 had been circulated.

It was noted that a surplus would be carried forward to the 2013-14 budget. Governors were informed that the loan for the kitchen would be paid off and the IT spend had been brought forward for the projector in the hall, the IT room and the iPods for Early Years. Following a query regarding security, it was noted that the iPods were linked to iCloud and did not retain any of the information staff recorded on them.

Governors were informed that fundraising from the PTFA had allowed the school to purchase six laptops and a trolley; the target was 15.

### **3.15 Health and safety, risk management and safeguarding issues**

Copies of the health and safety report had been circulated. It was noted that there were concerns with catering and the kitchen which had been designed to cater for 75 but was being used to cater for 150. There were no issues with the classrooms; governors were informed that the hall floors would need work in the future.

Following a query, it was noted that there were no concerns regarding Legionella.

### **3.16 Approval of school term and holiday dates for 2013-14**

It was noted that the school followed the local authority term and holiday dates; the calendar for 2013-14 was available on the school's website.

### **3.17 Dates and times of future Governing Body meetings**

Governors **approved** the following Governing Body meeting dates that would take place on Mondays at 5.30pm:

- 14 October 2013
- 10 March 2014
- 9 June 2014

A governor training session on Modern Governor would take place on Monday 1 July at 5.30pm in the school. John Davison asked governors to save their certificates onto the shared drive. A photograph of the session would be taken for inclusion in an article on training in Governews.

### **3.18 Approval of staff training dates 2013-14**

Governors **approved** the following staff training dates:

- Monday 2 September 2013
- Friday 25 October 2013
- Monday 2 June 2014

Two twilight sessions would be arranged during the academic year.

### **3.19 Reminder of Chair and Vice Chair election arrangements for autumn term 2013**

The governing body election procedures had been circulated. John Davison asked governors to consider the positions of Chairperson and Vice-chairperson.

### **3.20 Local Authority reports – summer term 2013**

The following LA reports had been circulated prior to the meeting and were noted by governors:

- Standing Council on Religious Education (SACRE)
- Ofsted Data Dashboards and School Performance
- Ofsted Inspections of LA School Improvement Functions
- Update on HR issues

Further to the SACRE report, it was noted that two families had requested their children be withdrawn from a visit to a church. The school had made other arrangements for the children during the visit.

A discussion took place regarding the implications of the draft School Teachers Pay and Conditions Document 2013.

### **3.21 Any other business**

It was noted that there had been one complaint where the child had subsequently left the school; the issue had been discussed and resolved.

There being no further business, the Chair thanked everyone for attending and

closed the meeting at 7.08pm.