

Approved Minutes
Meeting of the Governing Body of
ARCHIBALD FIRST SCHOOL
Held on Monday 9 October 2017

Present:

Mark Moss (Chair)
Tariq Albassam, Julia Bayes (Headteacher), Peter Crabtree, Mark Ingleson,
Stewart McKenna, Kym Mullick, Rebecca Turner (Deputy Headteacher),
Jane Wallace, Angela Ward

Quorum:

Governors in post = 12: Quorum = 6: Governors present = 10

The meeting was quorate.

In Attendance:

Catherine Parkin ~ Governor Services

The meeting opened at 5.32pm.

1. Welcome and Apologies for Absence

The Chair welcomed everyone. Apologies for absence had been received and were **accepted** from John Hulme and Anna Steer.

2. a) Declaration of Interests

The governors who were in attendance returned their completed declarations of interest to the clerk. The clerk would contact the governors who were absent for their declarations.

Action: Governor Services

The governors were invited to declare any interests in the business of the meeting; no interests were declared.

b) Data Protection

The draft Data Protection Policy and Privacy Notice had been circulated by email; copies of the document were tabled. It was noted that there had been an agreement from across the Gosforth Schools' Trust to use the policy, which had been sourced from The Key for School Governors and adapted for the school towards compliance with the European Union General Data Protection Regulations (GDPR) that would be implemented in May 2018.

In response to governors' queries, it was noted that the policy had been reviewed and endorsed by a firm of solicitors as compliant with the GDPR. Mark Ingleson informed the GB that the full guidance had not yet been released and he volunteered to monitor any further information and would update the Headteacher and GB accordingly.

Action: Mark Ingleson

Member contact details / information sharing protocols

Current information sharing protocols were discussed. Governors agreed that email addresses provided to Governor Services could be shared within a closed Governing

Body (GB) contact group. The access to the LA Services to Schools module would be rolled out to GBs this term.

c) Staff Register of Interests

The clerk would forward a template to the Headteacher for the staff to complete their declarations of interest. The information would be retained in school.

Action: Governor Services / Julia Bayes

d) Get Information About Schools (GIAS)

The governors were updated regarding the change of system used by the Department for Education (DfE) from Edubase to GIAS, to hold the GB information. A copy of the current information was shared.

At this point, Stewart McKenna joined the meeting.

3. Governing Body Membership Update

Alan Dunlop had resigned from his parent governor position in advance of his term ending on 7 November 2017. The parent governor vacancy had been communicated to parents and there had been one parent declare an interest to date.

Mark Moss's term of office as a foundation trust governor would end on 31 March 2018. A recommendation would be made to the Board for the autumn meeting for Mark to be reappointed for a further four-year term of office and for Tariq Albassam's term of office as a foundation trust governor to be formerly approved retrospectively, from 30 June 2017.

Action: Governor Services / Julia Bayes

It was noted that Tariq would be the point of contact for the Trust and would be undertaking training.

John Hulme was confirmed as the mentor for Tariq Albassam.

The governors recorded their congratulations to Kym Mullick who would be starting maternity leave later in the autumn term. A staff governor election to replace Kym would take place in due course.

Action: Julia Bayes

4. Identification of Additional Items not on the Agenda

Following on from the GB development sessions with Jane Edminson, Service Improvement Lead for Governance, a suggestion was made by the Headteacher for two additional hour-long meetings of the full GB to allow time for discussions regarding the strategies in place and taking the school forward. The governors **agreed** to the additional meetings and would contact Julia with availability for the next half term.

Action: Full GB

It was also **agreed** to minimise the items on the full GB agendas where possible going forwards and to highlight where items were for information only.

5. Election of Chair and Joint Vice Chair

The clerk outlined the GB procedures.

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It was noted that Mark Moss had been elected to the position of Chair in the summer term; the role was implemented from this meeting.

Peter Crabtree would continue as a Vice Chair of the GB; there had been no other nominations received for the other position. A request was made for the governors to consider succession planning and the vacant position and to contact Mark Moss with any expressions of interest.

Action: GB

6. Review of:

a) Governing Body Handbook

The governors **reapproved** the handbook for 2017-2018; there were no amendments identified.

b) Governing Body Procedures

The draft procedures that were available in the GB Handbook had been circulated by email and outlined by the clerk. The governors **reapproved** the procedures for 2017-2018.

c) Update National Governance Association (NGA) Code of Conduct

Copies of the updated Code of Conduct had been circulated.

Governors' attention was referred to the additional information that had been added to the code, which included being mindful when communicating in a private capacity on social media, ensuring all confidential papers were disposed of appropriately and ensuring confidentiality when ceasing to be a member of the GB.

A discussion took place regarding the procedure for ensuring that any confidential matters and documents were identified at the point of approving the minutes of the meeting. The governors **agreed** that the staffing and pupil information in the Headteacher's reports or in any other documentation was confidential and that the school would ensure that this was removed should a request be received for the documents.

The governors would leave the GB papers in school for confidential shredding following meetings.

A discussion took place regarding improving the new governor induction process. Governors' were referred to the GB Handbook, The Key for School Governors and the training available online on Modern Governor and from Governor Services.

The governors **approved** the code for 2017-2018; a copy was circulated for signing.

The Chair suggested that the GB work on improving the induction for new governors. A request was made for any comments to be forwarded to the Chair and the Headteacher. The clerk would forward an induction checklist to the Chair and the Headteacher for their information.

Action: Governor Services

d) Committee Membership and Link Governor Roles

The governors **approved** the following arrangements for 2017-2018:

Teaching and Learning Committee

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

Leadership Support Committee

Meetings to be arranged when necessary to support the Senior Management Team.
Mark Moss (Chair), Tariq Albassam, Julia Bayes, Rebecca Turner and Jane Wallace

Finance and Staffing Committee

Stewart McKenna (Chair), Julia Bayes, John Hulme, Mark Ingleson, Kym Mullick and Rebecca Turner

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

Peter Crabtree (Chair), Julia Bayes, John Hulme, 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.

Attendance and Welfare Panel

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

Link Governors

Jane Wallace	Safeguarding
Stewart McKenna	Health and Safety
John Hulme	Pupil Premium
Anna Steer	Special Educational Needs and Disabilities (SEND)
Mark Ingleson	PE and Sport Premium
Jane Wallace	Artsmark

Jane Wallace would arrange to attend a safeguarding training session for governors, delivered by Clennell Education Solutions. It was noted that the link governor for safeguarding was also involved in the completion of the annual Safeguarding Audit.

Action: Jane Wallace

Stewart McKenna was in the process of developing his knowledge of the roles of the Chair of the Finance and Staffing Committee and the link governor for health and safety.

Copies of Anna Steer's monitoring report on the training session she had attended would be tabled later in the meeting. It was noted that there was no conflict with Anna undertaking the role of link governor for SEND as a parent of a child with additional needs.

The governors noted the range of support and training available to assist with their roles, which included the safeguarding from Clennell Education Solutions, the online support from The Key for School Governors, online training using Modern Governor, and the training programme from Governor Services. A request was made for

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governors to forward their training certificates to Rachel Carr in school who maintained the GB record of training and development.

It was noted that there were monitoring report templates available from the school and in the GB Handbook. The governors would contact Rebecca Turner with their availability and focus areas for visits to the school.

Action: GB

e) Delegation Arrangements 2017-2018

Copies of the Delegation Planner had been circulated. The governors reviewed the planner and discussed the agreed level of delegation for functions 16 and 18. The planner was **reapproved** with no changes to the delegation arrangements.

f) Identification of Governing Body Training Needs

Feedback and Next Steps from Effective Governance Session, 18 September

The GB development session had been discussed earlier in the meeting.

John Hulme and Mark Moss had attended the governor training session for the headteacher's performance review on Wednesday 4 October.

7. Draft Minutes of Previous Governing Body Meeting

The draft minutes from the meeting held on 6 March 2017 had been circulated and were **agreed** as a true record, with no confidential items declared.

8. Matters Arising from the Above Minutes

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Item 3 - GB Membership

The actions regarding the foundation trust vacancy had been completed.

In response to a query, it was noted that there was an option to appoint another candidate from the parent election as an associate if more than one parent came forward for the election.

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Item 2 - Finance Training

The clerk had arranged for the contact details for the Chair of the Finance Committee / GB at Regent Farm First School to be shared with Stewart McKenna.

It was noted that Stewart would be attending a training session on the School Financial Value Standard (SFVS) on 19 October and Mark Ingleson had attended the LA session on understanding school finances on 22 May 2017.

Item 3 - SEND Link Governor

As mentioned earlier in the meeting, there was no conflict for Anna Steer as the link governor for SEND.

Item 4 - Stakeholder Consultation at Broadway East First School

The Headteacher had emailed the Broadway East consultation document to the governors, collated the responses and submitted this in line with the consultation timeline.

Item 7 - GB Election for Joint Vice Chair

This item had been covered earlier in the meeting.

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Item 7 - Committee Membership

Tariq Albassam had joined the Leadership Support Committee.

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Item 10 – Minutes from the Teaching and Learning Committee

The minutes from the last committee meeting had been circulated.

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Item 14 - Governor Development Session

The session had been discussed earlier in the meeting.

9. Headteacher's Report and School Improvement

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

Envisaged Changes / Challenges

The changes to staffing had been identified as a potential issue subject to the recruitment of a temporary teacher to cover Kym Mullick's maternity leave. **In response to a query regarding the financial implications, it was noted that the school had insurance in place to cover the costs of the absence.**

An internal advert had been circulated for a temporary teaching and learning responsibility; further details were provided.

The impact of the Headteacher and Deputy Headteacher jointly supporting Hawthorn Primary School in the roles of joint Acting Headteacher was noted. The governors were updated regarding the current performance management process taking place in both schools. **In response to governors' queries, it was noted that Julia and Rebecca would be supporting Hawthorn for the autumn term and would continue in a mentoring capacity from the spring term.**

A governor queried if the arrangements had been of value to the Headteacher and Deputy Headteacher. It was noted that the arrangements had been positive towards developing their experience and that there had been useful visits taking place at Archibald for the Hawthorn members of staff. There would also be visits scheduled for the staff at Archibald to visit Hawthorn to experience the different environment in the spring term.

The governors would monitor whether the Archibald staff had had the opportunity to develop their experience at Hawthorn in the spring term. Further details regarding the work taking place were discussed.

Action: Full GB

In response to a question, it was noted that there had been no support offered from the LA, however, a meeting had been arranged with the school's Achievement Partner during the next week and the GB at Hawthorn had offered their support. The governors noted the staff involvement in the process.

Attendance and Welfare

A governor queried the school's rate for attendance. It was noted that attendance had been good for 2016-2017 at 97.2% and the current rate was 98%. The Headteacher had reviewed attendance to identify any children who were below

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90%. There had been letters circulated to two families where there was no evidence to support the reasons for the absences. Monitoring would take place and parenting contracts would be established where required.

A governor queried whether there were any patterns developing for attendance. It was noted that in some cases there was evidence of this; further details were provided. It was further noted that all staff met every fortnight where any issues were discussed and that this meeting was minuted. It was suggested that this approach was working effectively and that the school had ranked third in the top ten schools for attendance in Newcastle and was below the national and Newcastle averages for the rate for absence.

Pupils

It was noted that the school was at capacity for pupil numbers. **In response to a query, the governors were informed that this was usual and expected and that children could still be on the waiting list for a place at the school and registered at another school.** The school had received the highest number of first choice applications in the city.

There were considerable challenges for the school due to the complexity of the needs in the school's Early Years unit; a range of external agencies were involved. The governors were informed that Penny Richardson, Transformation Lead for SEND, would be visiting the unit during the autumn term. It was noted that there were 11 children with either autism or physical disabilities and there were no additional resources in place for some children. The school had employed one full time and one part time members of staff for the unit; the funding from the support to Hawthorn Primary School had been allocated to this. Governors raised concerns regarding the current position. **In response to a query, the governors were updated on the current applications for additional funding, however, if successful, it was unlikely that they would all be backdated.** The governors noted that other schools were experiencing the same issues and that there was currently a high needs review for SEND underway by the LA.

In response to a query on what could be done in consideration of the impact on the staff and the children, it was noted that the school had employed additional staff and that the Chair was monitoring the position at the regular meetings with the Headteacher. The Headteacher had also raised the issue with Dean Jackson, Assistant Lead Director for Education and Skills at the LA. A suggestion was made for the governors to write to Penny Richardson to raise their concerns.

Action: GB

The governors were updated about the additional training that had been arranged for staff and included lifting and handling of pupils with SEND and Makaton (a system using signs and symbols to support communication).

In response to a suggestion, the school would arrange counselling for staff if this was required. It was noted that the staff had been reassured by the acknowledgement of the issues by the professionals who had visited the school.

Data Analysis

There had been no concerns identified with the data for 2016-2017.

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Phonics

The governors acknowledged the work and increased expectations from staff that had resulted in the considerable progress made in phonics for Years 1 and 2. The governors also noted that all of the Pupil Premium children had met the required standard, which had been a focus for the school.

Early Years Foundation Stage

There had been positive results for the number of children reaching a good level of development (GLD) in the EYFS.

A request was made for the acronyms and initialisms to be provided.

Year 2

There had been a lower number of children in receipt of Pupil Premium funding achieving greater depth in comparison with the non-PP children, however, comparisons had been made between the cohorts and the national average had also increased.

In response to a question on how the children were progressing who were now in Year 3, it was noted that Kym Mullick had moved up with the children and that they were doing well in the new key stage. A focus group was in place to provide interventions for the children who had not achieved the expectations to accelerate progress and a lot of effort was focused on closing the gaps.

The governors recorded their congratulations to the staff for the results. The Chair would write to the staff on behalf of the GB.

Action: Mark Moss

Comparison Data

A comparison of the data with the other schools in the Trust against the national expectations was completed on an annual basis and had been positive for both this year and for 2016. Further details were provided.

Monitoring Cycle

The planning and progress meetings to discuss individual children had continued. It was noted that staff were proactive in actioning any areas of concern.

The performance management process for staff had been completed. The Headteacher would be completing the PM for the Deputy Headteacher in line with the required timescales provided by HR.

Curriculum

The curriculum maps for each year group, which reflected a broad and balanced curriculum, had been uploaded to the school website.

SEF / School Development Plan

The governors were referred to the information in the report. It was noted that discussions had taken place regarding the priorities, which included the focus areas identified by Ofsted, which had now been resolved.



Following on from the GB development sessions, the Headteacher had asked phase coordinators and core subject leads to contribute with a key area for development for each phase and the Pupil Premium focus had also been included. The suggestion for the additional meetings of the GB had been identified to ensure that governors had the opportunity to monitor and discuss the progress of the priorities of the school.

Staff Training

A staff training day had taken place focusing on staff action plans. Further details regarding the subject leads and curriculum team arrangements were provided.

Rebecca Turner had completed the designated safeguarding lead refresher training. Further details on the subject / area lead training had been provided.

Trips, Visits and Activities

The governors were referred to the details that had been provided in the report.

Parent, Teacher and Friends Association (PTFA)

It was noted that the treasurer and the secretary for the PTFA were in place, however, the chair had not yet been confirmed.

10. Gosforth Schools Trust Update

An update on the progress with the GST had been provided in the Headteacher's report.

Julia Bayes had been confirmed as the school's new director on the GST Board and there had been changes for the other schools to ensure a balance of Headteachers and other governors serving as directors across the schools. The Headteacher would continue to work with Helen McKenna, Headteacher at Broadway East First School, to lead with the development of the Trust.

Julia Bayes was in the process of re-establishing meetings for the foundation trust governors.

There were no further items identified.

11. Reports from Committees, Individual Governors and Governor Training

Copies of the minutes from the following committees had been circulated and read by governors:

- a) **Draft Minutes of the Teaching and Learning Committee, 28 June 2017**
- b) **Draft Minutes of the Leadership Support Committee, 3 July 2017**
- c) **Draft Minutes of the Finance Committee, 6 June 2017**

It was noted that Anna Steer had attended the Makaton training in the summer term and had also provided a report following her participation in the lifting and handling training that had been discussed earlier in the meeting. Angela Ward had worked with a member of staff from Hadrian School to develop the support at Archibald.

d) Attendance and Welfare Panel

There were no other items identified for discussion in addition to the issues discussed during the meeting.



e) EYFS – Lifting and Handling Training

Copies of Anna Steer's report were tabled and available by email.

12. Policy and Procedures Review

There were no items identified for review.

13. Financial Monitoring

Delegated Levels of Authority

The governors **reapproved** the delegated levels of authority in line with the recommendations made by the LA.

Appointment of School Fund Auditor

The governors **reapproved** the service level agreement (SLA) with the LA for Internal Audit to continue to audit the school fund.

School Financial Value Standard (SFVS)

There were no issues identified. The SFVS submission would be presented for approval in the spring term.

Scheme for Financing Schools (SFFS)

The school had submitted Annex D from the SFFS to the authority in the summer term. The GB delegated the completion of the autumn term submission to the Finance Committee; this would be ratified remotely by the full GB.

Action: Finance Committee / Full GB

14. Safeguarding, Health and Safety and Risk Management Items

The following points were noted:

- Testing of the electrical equipment had been completed; there had been no issues identified.
- The caretaker had continued with the monthly building and outdoor equipment checks and the process of reporting issues to the Headteacher.
- The refurbishment had been completed. There were plans for the main office and entrances to be completed during the summer break in 2018.
- A fire drill had been planned for later in the term.
- There was an SLA in place for the kitchen ovens.

15. Dates and Times of Future Meetings

The governors noted the following GB meeting dates:

Full GB

- Monday 5 March 2018 at 5.30pm
- Monday 11 June at 5.30pm

16. Local Authority Reports

The GB received the following LA reports:

- School Admissions Update
- Resources to assist schools in their statutory duties and safeguarding responsibilities in relation to children missing from or missing out on education
- High Needs Review – Vulnerable Learners
- High Needs Review for SEND
- School Funding Update
- Newcastle Virtual School
- Update on HR Issues

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Gosforth Schools' Trust Admissions Arrangements

The governors were updated regarding the meetings taking place with the other Gosforth schools to discuss the possible changes to the feeder arrangements for 2020-2021. It was noted that the schools would be required to consult on the admissions policy during this or the next academic year in line with the statutory requirements for this to be done at least once during every seven years. It was suggested that there would be minimal impact on the admissions arrangements for the first schools.

High Needs Review for SEND

Angela Ward had circulated the information regarding the Newcastle high needs review for SEND focus group for parents and carers. Angela was involved in the SENCO meetings.

HR Report

Pay Policy / Pay Increase for Teachers

The governors **approved** the pay increase in line with the recommendations made by the LA of 1% to all points in all pay ranges and allowances and 2% to all points on the main pay range.

Newcastle Living Wage

The GB **agreed** to adopt the revised Newcastle Living Wage 2017 rate from a date to be confirmed.

(The increase was subsequently confirmed from £8.25 to £8.45 per hour to be implemented for the October 2017 salary.)

17. Any Other Business

At this point, a discussion about the new governor induction for Tariq Albassam took place. It was suggested that Tariq arrange to meet with John Hulme to discuss the requirements of the role of a governor.

In response to a query, it was noted that the Headteacher would be working on updating the School Development Plan with the actions for the key statements. The governors were informed that each of the curriculum teams had their own action plans under the SDP priorities and that there was a three-year plan in place with annual actions. An A4 summary document would be produced that could be updated with key information as things developed and that the additional two GB meetings would assist with governors' knowledge and contribution towards the development of the school.

Action: Julia Bayes

In response to a query, it was noted that although there was no requirement to have a SEF, it was useful in monitoring the school's position against the Ofsted criteria as an outstanding school.

A request was made for governors to forward any questions by email to the Headteacher.

There being no further business, the Chair thanked everyone for attending and closed the meeting at 7.13pm.



8/3/18

