

# Minutes



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## GOVERNING BODY OF ALL SAINTS BENHILTON C of E PRIMARY SCHOOL

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### FULL GOVERNING BODY MEETING

Monday 17<sup>th</sup> October 2016 at 7.00 pm at All Saints Benhilton C of E Primary School

<b>Attendees:</b>	Mr M Rowland (Chair) Mrs J Jones (Vice Chair) Mrs R Sutton (Head Teacher) Mrs C Jones (SBM) Cllr M Heron Mr B Cloves Mr M White	Mr S Arnold Mr M Munro Mrs M Southgate Mr S Collinson Mrs P Hughes Mr D Williams
<b>Also in Attendance:</b>	Mrs Ciara Carroll (Clerk)  Mrs J Whelan Cox	Mrs K Stanley-Bristow (Associate Governor).
<b>Apologies:</b>	Father P Harnden	Mrs J Collingwood

The meeting opened with prayers. *Governors' comments/questions are shown in Italics*

	ITEM	ACTION BY
1.	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received from Father P Harnden and Mrs J Collingwood and were consented.	
2.	<b>APPOINTMENT OF CHAIR/VICE-CHAIR</b>  The clerk to the governors conducted the election of the Chair as part of their duties. The clerk requested nominations for the position of Chair. Nomination was	

	<p>received for Mr M Rowland and he was willing to stand.</p> <p><b>RESOLUTION: to elect Mr M Rowland as the Chair of Governors for the period of one year.</b></p> <p>The Chair requested nominations for the position of Vice Chair. Nomination was received for Mrs J Jones and she was willing to stand.</p>	
<b>3.</b>	<p><b>DECLARATIONS OF CONFLICTS OF INTEREST</b></p> <p>There were no conflicts of interest declared.</p>	
<b>4.</b>	<p><b>ANNUAL DECLARATION AND DECLARATION OF INTERESTS</b></p> <p>The forms were sent out on this date and will be returned by the governors to the SBM as soon as possible.</p>	
<b>5.</b>	<p><b>GOVERNING BODY MEMBERSHIP/COMMITTEE STRUCTURE</b></p> <p>Mrs S Nickson has had to step down as a Foundation governor. The GB accepted her resignation with sadness and thanks for all the work she has done. This leaves a vacancy that needs to be filled. The Chair invited the Governors to share their thoughts and recommendations with him.</p> <p>Mr S Arnold's appointment was confirmed by the PCC on the 15<sup>th</sup> of June 2016.</p> <p>Mrs P Hughes's term was due to expire on the 24<sup>th</sup> of October. She confirmed that she would be standing again for the GB.</p> <p>The Premises committee required a non-staff Governor to attend to round out the committee membership. It was agreed that Dr D. Williams will join the premises committee.</p> <p>The committee structure is to be fully reviewed over the next few weeks by the Chair, Head Teacher and Head Teacher elect.</p> <p><b>ACTION: MR/RS/JWC to review the committee list.</b></p> <p><b>RESOLUTION: Governors agreed to the reappointment of Mrs P Hughes for a four year term effective from 17<sup>th</sup> of October 2016 subject to PCC ratification.</b></p>	<b>MR /RS/ JWC</b>
<b>6.</b>	<p><b>CRIMINAL RECORDS CHECKS FOR SCHOOL GOVERNORS</b></p> <p>Mr B Cloves has confirmed that his previous DBS check is not portable and so his extended DBS check must be completed.</p>	<b>BC/CJ</b>

	<p>All other DBS checks have been completed and are in place.</p> <p>It was also noted that the work for Edubase has been completed by the SBM.</p> <p><b>ACTION: SBM to submit DBS check for BC once all documentation has been provided.</b></p>	
<p><b>7.</b></p>	<p><b>MINUTES FROM PREVIOUS MEETING HELD ON 13<sup>th</sup> of JUNE 2016</b></p> <p>The minutes of the meeting held on 13<sup>th</sup> of June 2016 were agreed and signed as a true record.</p> <p>All actions were noted to have been completed and/or updates are covered under this agenda. The Chair wished to congratulate and thank everyone who had completed the Bishops' Certificate.</p>	
<p><b>8.</b></p>	<p><b>MINUTES/ REPORTS OF COMMITTEE MEETINGS</b></p> <p><b>Admissions Committee</b></p> <p>The Admission Committee is due to meet on the 19<sup>th</sup> of October at 4pm. This meeting will finalise the nursery intake for January 2017. Reception intake will be discussed in February 2017.</p> <p>MW joined the meeting at 19.25.</p> <p><b>Personnel Committee – 27<sup>th</sup> of September 2016</b></p> <p>The highlights were presented, including:</p> <ul style="list-style-type: none"> <li>• The school has a new Deputy Head and Assistant Head. The governors wished to pass on their congratulations to the new appointees.</li> <li>• The Chair thanked the HT for her diagram covering both the leadership and teaching structure of the school.</li> <li>• All new appointments from September 2016 are settling well.</li> <li>• A maternity leave will end 31<sup>st</sup> October 2016, and the teacher will return PT instead of FT (as has been budgeted).</li> <li>• The caretaker sent a letter of resignation to the school on the date of the FGB. He is no longer able to carry out his duties after the accident. It was noted as a great pity for both the school and him. The HT is to contact the person who came second in the interview process to see if they are interested in the job. The number of hours required for the position is being debated. It may be possible to give key holder access to the cleaner in order to open up the school at the start of the day.</li> <li>• The next meeting will cover appraisals.</li> <li>• There was a confidential item discussed, see separate minutes.</li> </ul> <p><b>ACTION: HT to contact candidate from previous round of interviews for caretaker.</b></p>	<p><b>RS</b></p>

## Curriculum Committee – 22<sup>nd</sup> of September 2016

The highlights were presented, including:

- It was a struggle to get the governors day together. It was decided to revert to the previous arrangement of a cup of tea with staff. This term it will take place on the 10<sup>th</sup> of November at 3.45pm. There will be a further meeting on the 16<sup>th</sup> of November at 7pm to cover RAISEonline and the link to the SDP. Governors are to confirm their attendance by email.
- *A governor raised the issue of unauthorised absences and fines.* The HT confirmed she is still issuing letters for unauthorised absence. It was particularly difficult last term as Greenshaw finished earlier than ASB and parents removed their primary pupils for holidays at that point.
- The policies to be approved were discussed and it was agreed that no major changes were required.
- The Chair of Governors gave his thanks to everyone involved in the policy updates.

All Govs

**ACTION: Governors to confirm attendance at RAISEonline training.**

**RESOLUTION: To approve the Art Policy, subject to the amendments which are currently in progress.**

**RESOLUTION: To approve the DT Policy, subject to the amendments which are currently in progress.**

**RESOLUTION: To approve the Children with Medical Needs Policy.**

## Premises Committee – 15<sup>th</sup> of September 2016

The highlights were presented, including:

- Fire drill was completed successfully.
- There are outstanding items as the caretaker is still off work.
- The installation of the windows has now been completed and they make a big difference.
- Building work will hopefully continue in the next financial year.
- It was noted that the hand rail on the decking appears to be under attack by a woodpecker.
- The setting of a new 5 Year plan is underway. A potential focus could be disabled access as disabled parents struggle to pick their children up. A suggested course of action is to convert the stepped pathway into a ramp. *A governor asked the HT to confirm that the school is fulfilling its legal requirement in relation to disabled access.* The HT confirmed the school was legally compliant but disabled parents should be able to meet their child at the classroom door as able bodied parents do. Similarly pushchair access is difficult. This can be a health and safety issue as parents are carrying pushchairs up and down the steps.

## Finance Committee – 20<sup>th</sup> of September 2016

	<p>The highlights were presented, including:</p> <ul style="list-style-type: none"> <li>• It was noted that the chair was not re-elected at the meeting due to a late arrival. This was done immediately at the FGB meeting.</li> <li>• The budget has been ratified. The school has now had two deficit budgets.</li> <li>• Non-critical spending has been halted.</li> <li>• The budget was analysed in depth and it was noted that this year has seen the lowest increase during expansion in income from the Local Authority to date.</li> <li>• The school cannot run another budget deficit and the carry forward is also being eroded.</li> <li>• The governors are not happy but this is motivating them to turn the finances back to a positive budget next year.</li> <li>• <i>The Chair of the committee has requested an impact analysis of what has not been spent to ensure that the freeze is not impacting pupils.</i></li> <li>• It was noted that additional senior staff are already in place for the expansion, so their salary costs are acting as an advance payment; the school is trying to keep supply teacher costs down by using current staff.</li> <li>• The Chair congratulated the SBM and the HT for the collection of Maintenance contributions and noted that two thirds of the school are now paying by standing order.</li> <li>• <i>A governor asked if the school could provide a breakdown of how the contributions for visits are spent.</i> He felt that it would be a good idea to show parents how the money has been spent. The HT confirmed that this is possible. She explained to the GB that Year 4 did not have a visit last year and therefore their contribution from last year was unspent. Parents had raised this to the school and she was able to confirm that the money was brought forward to this current academic year and that parents did not have to make another payment this year.</li> <li>• It was agreed by governors that a report could be produced at a macro level across the school to show a breakdown of costs in categories such as public transport, entrance fees etc.</li> </ul> <p><b>RESOLUTION: to elect Malcom Munro as the Chair of the Finance committee for the period of one year.</b></p>	RS
<p><b>9.</b></p>	<p><b>FINANCIAL ISSUES</b></p> <p>All financial items are covered in Item 8, Finance Committee.</p>	
<p><b>10.</b></p>	<p><b>REPORT OF THE HEAD TEACHER</b></p> <p>The Head Teacher presented her report, which had been circulated previously. Questions were invited and the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• The HT asked the governors to approve an INSET day on the 3<sup>rd</sup> of January</li> <li>• The HT is very happy that the school have bought into the SDBE SIP service. She feels the Neil Harvey has a lot to offer the school.</li> <li>• The NQT is settling in very well and is organised and confident; the school is lucky to have her.</li> <li>• Willow Class attended Carrot Wood for the first time this year. The children demonstrated abilities previously unknown to their peers and</li> </ul>	

	<p>teachers. The staff were lovely and patient. <i>A governor commented that it was excellent to see that the school was not afraid to try something new and push the children out of their comfort zone in a supervised environment.</i></p> <ul style="list-style-type: none"> <li>• This will be the HT's last report – she has had a very busy and enjoyable time and wished to thank the governors for their support of the school and herself. She also wished the incoming Head Teacher, Mrs Whelan Cox, many happy times at the school.</li> <li>• The Chair of Governors gave the HT a very warm thank you for all her reports and her work for the school. He also commended her for her 100% attendance of Governing Body meetings.</li> <li>• There is a confidential item, please see separate minutes.</li> </ul> <p><b>RESOLUTION: To approve INSET day on the 3<sup>rd</sup> of January 2017.</b></p>	
11.	<p><b>REVIEW OF POLICIES</b></p> <p>These were discussed and approved in item 8, Committee meetings.</p>	
12.	<p><b>OFSTED</b></p> <p>This was noted. The school is operating under the new handbook.</p>	
13.	<p><b>SCHOOL SELF EVALUATION</b></p> <p>Neil Harvey reviewed the SEF when he visited the school and is happy with it. The results will be reviewed in the November meeting. He feels that the SEF overview and the SIP that are in place are sufficient.</p>	
14.	<p><b>SCHOOL PRIORITIES AND THE SCHOOL DEVELOPMENT PLAN (SDP)</b></p> <p>This item will be discussed in the November meeting.</p>	
15.	<p><b>SAFEGUARDING ARRANGEMENTS</b></p> <p>There was a whole-school safeguarding training on the INSET day in September. Full training will be provided on the 8<sup>th</sup> of November 2016 as required.</p>	
16.	<p><b>PERFORMANCE MANAGEMENT AND APPRAISAL ARRANGEMENTS</b></p> <p>The previous meeting in July 2016 covered appraisals for all staff up to and including the Assistant Head. Targets for 2016/7 have been set for nearly everyone, apart from a few TAs. Everything will be completed by the end of October, including the HT's final appraisal.</p>	
17.	<p><b>SCHOOL WEBSITE</b></p> <p>This has been updated. The Pupil Premium statement is currently being revised and will be uploaded as soon as possible.</p>	

18.	<p><b>GOVERNOR VISITS TO SCHOOL</b></p> <p>There have been no governor visits to the school so far this term. Dates are to be organised in the next month for a number of visits.</p>																			
19.	<p><b>GOVERNOR TRAINING</b></p> <p>Ongoing training is available. GEL online has been updated. The training emails will be resent to governors. SWELSEP is providing training on RAISEonline and it is believed that 3 governors can attend for free. This is to be confirmed.</p> <p><b>ACTION: PH to confirm details of the RAISEonline training.</b></p>	PH																		
20.	<p><b>SUTTON SPECIFIC ITEMS</b></p> <p>At the FSG there were two speakers: one from the NGA who gave a presentation of what the NGA provides for governors. There was promotional material distributed and the governor who attended felt it was worth looking into further. There was also a presentation from the buildings inspector for the council who talked about the future of education in Sutton Borough. It is believed that there will be a spike in the number of children in the borough in 2019.</p>																			
21.	<p><b>CORRESPONDENCE TO THE CHAIR AND CHAIR'S ACTIONS</b></p> <p>There had been no correspondence or Chair's action.</p>																			
22.	<p><b>ACADEMISATION</b></p> <p>There is a confidential item, see separate minutes.</p>																			
23.	<p><b>DATE OF NEXT MEETINGS</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><u>SEF/SIP meeting</u></td> <td style="width: 33%;"><u>FGB</u></td> <td style="width: 33%;"><u>Finance</u></td> </tr> <tr> <td>16/11/16</td> <td>27/02/17 12/06/17 16/10/17</td> <td>17/01/17 25/04/17 23/05/17 19/09/17</td> </tr> <tr> <td><u>Curriculum</u></td> <td><u>A&amp;P</u></td> <td><u>Appraisal</u></td> </tr> <tr> <td>26/01/17 18/05/17 28/09/17</td> <td>10/01/17 09/05/17</td> <td>15/11/16 08/03/17</td> </tr> <tr> <td><u>Personnel</u></td> <td></td> <td></td> </tr> <tr> <td>01/02/17</td> <td></td> <td></td> </tr> </table>	<u>SEF/SIP meeting</u>	<u>FGB</u>	<u>Finance</u>	16/11/16	27/02/17 12/06/17 16/10/17	17/01/17 25/04/17 23/05/17 19/09/17	<u>Curriculum</u>	<u>A&amp;P</u>	<u>Appraisal</u>	26/01/17 18/05/17 28/09/17	10/01/17 09/05/17	15/11/16 08/03/17	<u>Personnel</u>			01/02/17			
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<b>24.</b>	<b>CONFIDENTIAL MATTERS</b>  Please see separate minutes.	
	<b>ANY OTHER BUSINESS</b>  The HT is organising a card and flowers for Sylvia Nickson for all her hard work.	

Closing Time of Meeting: 9.15pm

Chair's Signature ..... Date .....