

**APPROVED MINUTES – AUTUMN 2011****ENCLOSURE A****ALL SAINTS BEHILTON C OF E PRIMARY SCHOOL GOVERNING BODY**

Minutes of the meeting of the Governing Body held at All Saints Behilton CofE Primary School on Monday 17<sup>th</sup> October 2011 at 7.30pm.

Members:	Mr M Rowland – Chairman	Mr M White
(*Absent)	Mr S Arnold	Mrs R Sutton – Headteacher
	Mr R Hughes	* Cllr M Heron
	Mrs J Jones – Vice Chair	Mr M Hayward
	Mrs S Nickson	Mr M Munro
	Mr N Paynes	Mr C Paraschidis
	Mrs M Southgate	Miss J Thomas
	Mrs C Northfield	Father P Harnden

Also present:	Mrs S Ferns	Associate Governor
	Mrs B Foley	Clerk to the Governors

Fr Peter Harnden opened the meeting with prayers.

**17/11 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor M Heron.

In accordance with the School Government Regulations, the Governors decided whether or not to give their consent to the absence of each Governor not present.

**RESOLUTION: to give consent to the absence of Cllr Heron**

**TG****18/11. CONSTITUTION AND APPOINTMENTS****a) ELECTION OF CHAIRMAN**

The clerk to the Governors took the chair for this item.

Mr M Rowland agreed to stand as Chairman of Governors. All Governors present voted unanimously to elect Mr Rowland his term of office will be 12 months.

**RESOLUTION: to elect Mr Rowland as Chair to hold office until 17<sup>th</sup> October 2012.**

**TG****b) ELECTION OF VICE CHAIR**

Mrs J Jones agreed to stand as Vice Chair of Governors. All Governors voted unanimously to elect Mrs Jones; her term of office will be 12 months.

**RESOLUTION: to elect Mrs Jones as Vice Chair to hold office until 17<sup>th</sup> October 2012. TG**

- c) Father Peter Handen the Priest in charge of All Saints Church was welcomed to his first meeting as an ex officio governor.

The Chair confirmed the re appointment of Cllr M Heron as LEA Governor.

The Headteacher confirmed the election of Miss J Thomas as Teaching Staff Governor. The Chair welcomed Miss Thomas to the meeting and passed on his thanks and those of the Full Governing Body to Miss J Webb.

The Chair confirmed Mrs M Southgate's re-appointment as Foundation Governor.

The Chair confirmed that Miss Mary Phillips, a member of the congregation of All Saints has been co-opted onto the Curriculum Committee.

**RESOLUTION: noted TG**

- d) i) The membership of all committees and working parties was reviewed and recorded (Appendix B).

**RESOLUTION: agreed TG**

- e) The membership of all panels was reviewed and recorded (Appendix B).

**RESOLUTION: agreed TG**

- f) Other posts such as Training Representative and ASG Representative were reviewed and recorded (Appendix B).

**RESOLUTION: agreed TG**

- g) School Fund Account

**RESOLUTION: i) to appoint Mrs Ros Sutton, Mrs Sharon Ferns and Mrs Jennifer Collingwood as authorised signatories for the academic year for the School Fund Account.  
ii) to appoint Mrs Anna Williamson as auditor for the academic year for the School Fund Account.**

## h) General School Budget

**RESOLUTION:** to appoint Mrs Ros Sutton, Mrs Sharon Ferns and Mrs Jennifer Collingwood as certifying officers for the General School Budget (petty cash vouchers; official orders; salary claims; invoices; contracts; bank imprest account).

TG

## i) Signatories for Cheque Book

**RESOLUTION:** to appoint Mrs Ros Sutton, Mrs Sharon Ferns and Mrs Jennifer Collingwood as signatories for the cheque book.

TG

## j) Financial and Other Interests

The policy for recording Governors' interests was reviewed.

**RESOLUTION:** i) to note that the designated officer is the Bursar, Mrs Caroline Northfield  
ii) to note that no interests were declared

**19/11 MINUTES OF LAST MEETING**

**RESOLUTION:** the minutes of the meeting held on 27<sup>th</sup> June 2011 were confirmed and signed

TG

The Chair thanked the Bursar for her work with the new electronic portal. He asked governors for their patience adding that this will be a learning process for all. Governors noted that all documentation is available via the portal in electronic form and systems will need to be agreed to ensure all proper records are maintained.

**20/11 MATTERS ARISING FROM THE MINUTES**

**09/11 Bishop's Certificate** – the Headteacher reported that Miss Thomas and the Bursar had attended training; Miss Thomas agreed to circulate training materials to all governors.

The remaining training sessions are:

Mrs Southgate and Mr White – Admissions  
Mr Paraschides, Mr Hughes and Mrs Southgate – Curriculum and Teaching  
Mr Payne – Effective Governor

The Headteacher agreed to review the training schedule and identify any gaps.



**Item 8 SEN Report (tabled)** – the report highlighted the possibility of an increase in the number of SEN pupils and the difficulty around funding through the LEA for SEN Statements.

**Item 9 Child Protection** – all staff are trained in child protection. Governors noted there are two looked after pupils and two pupils on the child protection register; all indentified post admission.

**Item 10** The Headteacher advised governors that an incident log is completed when staff have concerns about a pupil; this often highlights when further intervention is needed. There are currently two pupils on the watch list.

**Item 12 Policies** – a number of policies were presented by the Curriculum committee but in electronic versions so governors agreed to review them at the next meeting,

**Governor Pairs** – a list of governor/teacher pairs was approved. Governors were reminded to meet their teacher pair.

**AOB** – the Headteacher confirmed the Child Protection Policy review date has been changed. As previously agreed this will be reviewed at the Spring term meeting.

The Chair thanked the Committee for their report.

<b>RESOLUTION:</b>	<b>to confirm the next Faith Group meeting date</b>	<b>Fr P</b>
	<b>to evaluate the impact of increased nursery hours provision</b>	<b>HT</b>
	<b>to review certain Policies and Procedures at Spring meeting</b>	<b>ALL</b>
	<b>to receive the minutes of the Curriculum meeting</b>	

**b) FINANCE COMMITTEE – Minutes 4<sup>th</sup> October 2011**  
2011/12 carry forward of £10 k is reduced to just under £5.5K. Contingencies have been worked in and the Bursar and Headteacher are monitoring the situation carefully to ensure no overspend. An update will be provided at the Spring term meeting.

**Item 5 NEXT YEAR'S BUDGET UPDATE** – the 2012/13 budget shows no sign of improvement either. Governors noted the school will receive 7/12 of the budget for the extra children who start in September 2012.

**Item 6 Capital Budget** – the balance stands at £49,450.59. It also includes £9K which will need to be spent this year to avoid being lost.

**Item 7 Maintenance Fund** – the Treasurer is currently compiling the report which will be presented at the Finance committee meeting in January 2012; this will be presented to the full governing body for ratification.

**Item 9 Contract Reviews** – the Headteacher confirmed that some of the contracts will need be reviewed in line with the expansion programme.

**AOB** – the Chair informed governors that he had received a card from Mrs Sisson thanking everyone for her retirement celebration.

The Chair highlighted that budgets have been challenging over the past two years; this is expected to continue. Any surplus funding has been used and the income line is flat. He stated that governors should be ready for more change at the local authority.

The Chair thanked the committee for their report.

**RESOLUTION: to receive the minutes of the Finance Committee**

**c) ADMISSIONS** – the Chair reported there had been no further meetings since the Summer term. The committee will consider the 12 places for Nursery January 2012 intake on the 2<sup>nd</sup> November 2011.

The Chair asked governors to note that two families who were allocated open places for Nursery in September 2011 had asked for their children to be exempt from RE. The Headteacher explained that she has spoken to both sets of parents; one couple have been invited to attend an act of worship, the other couple are meeting the Headteacher week commencing 17<sup>th</sup> October 2011.

The Headteacher reported that she is confident that an amicable conclusion will come out of further discussions.

Governors noted that families whose children join the school do so knowing that the school provides an education based on Christian principles and the Governors expect that all children will take part in Christian worship and RE lessons as per the admission policy.

Father Peter questioned whether parents are aware of the schools ethos and expectations when they apply to the school. The Headteacher confirmed that everything is clear and that she has sought additional advice and guidance from the Diocese on how to make the admission notes as clear as possible for all potential parents/carers.

The Headteacher explains to parents that the school is a Church of England school with its ethos based on belief. Father Peter advised governors that he is here to support the community and to maintain a balance. HT/Chair

The Chair and Headteacher agreed to provide an update at the

Spring meeting.

**RESOLUTION: to receive the Admissions update**

**d) PERSONNEL COMMITTEE – Minutes 23<sup>rd</sup> September 2011**

As two governors were absent from the meeting it was necessary for the Full Governing Body to ratify the minutes.

**Headteacher's Performance Management** - The Chair confirmed the performance review was completed with Mr John Dewhurst, Mike

Governors agreed that Father Peter should be part of the Personnel committee. Father Peter agreed.

**Expansion** – the Chair confirmed there is no need to recruit for teaching staff for the additional intake of 2012 however the School will need to recruit an additional Teaching Assistant.

**AOB** – The Bursar reported on the Local Authority cuts to automatic scale salary increments for all non teaching staff. The Headteacher indicated that an amount of £250 could be lost per person and stated that it was disappointing that this important information was received via the unions and not the local authority.

The Headteacher has approached the Diocese for additional advice and guidance but has received no call back. She advised governors that some governing bodies have voted to pay the increments. This will result in a monetary reprimand. The Bursar raised her own concerns about the concept of gain/no gain.

All governors agreed to watch how this situation develops and will decide on a case by case basis.

**RESOLUTION: to ratify the Personnel Minutes  
to receive the Personnel minutes**

**e) PREMISES COMMITTEE – Minutes 21<sup>st</sup> September 2011**

**Matters Arising** – the gazebo is still an ongoing matter, governors noted that Stephen Mitchell has confirmed that nothing can be erected on the site. The committee agreed the area needs to be made usable. The Headteacher is chasing Mr Mitchell continuously. HT

**Premises Inspection** – the back fence is deteriorating; the school are in discussion with the Scouts about jointly funding a replacement fence.

**Energy Audit** – the school have registered for possible solar panels

and an inspection has been carried out; a quote is pending.

Governors noted that staff are encouraged to switch off electrical equipment when not in use and to keep radiators turned down low.

**AOB-**

**Climbing Frame** – governors noted that the erection of the new climbing frame has been put on hold following the recent fatality in Surbiton. The Headteacher is seeking advice and guidance on a suitable floor covering; before further discussions can take place on where the frame should be situated.

**Recycling** – the Bursar has investigated the procedures and confirmed the school will not be charged by the local authority for any recycling activity.

**Expansion Programme** – Mrs Jones reported that the new building plans were submitted to the planning department two weeks ago. These can be viewed on Sutton website. A planning decision is expected in December 2011.

The Local Authority has advised that no more money should be spent as Phase 1 of the project is £3,000 over budget; governors noted that phase 2 is under budget. Costs have increased because of the land lie e.g. foundations.

Governors noted that the school can manage to take an additional classroom; up to 30 children if the building does not go ahead. The school is applying for an 'in year' variance on admission. The Local Authority is completing this process.

The next meeting with the architects will take place after the planning is granted. The Chair noted that the land swap will not be signed off until planning permission is granted.

**RESOLUTION: to receive the minutes of the Premises committee**

**22/11 REPORT OF THE HEADTEACHER**

a) (See Attachment 4)

The Headteacher highlighted the following points from her report:

- i) One vacancy in year 4 which is has in principle been accepted pending the LEA approval.
- ii) Father Peter was thanked for his spiritual input.
- iii) Congratulations were extended to the last year 6 pupils for receiving

3<sup>rd</sup> prize in the Sir Lancelot Andrews Art competition organised by Southwark Diocese.

- iv) Unfortunately parents were not willing to pay the price for a school trip to Germany this has been replaced with a visit to a German market in Upminster. Paying for school visits is becoming a challenge for some parents. This situation is likely to increase with the new in take; the school needs to ensure costs are kept to a minimum and support offered e.g. ParentPay and offering a payment scheme in advance of the trip. The school uses where ever possible public transport for non residential visits.

**RESOLUTION: to receive the Headteacher's report (Appendix C). TG**

- b) School Fund Account

**RESOLUTION: to receive the School Fund Account for 2010/2011 at the Spring 2012 meeting TG**

- c) To receive the School Improvement Partner's Report (Appendix C1) at the Spring 2012 meeting

### **23/11 TRAINING FOR SCHOOL GOVERNORS**

- a) Governors were advised that the new training programme is available to view and book at [www.sams.sutton.lgfl.net](http://www.sams.sutton.lgfl.net).

**RESOLUTION: noted**

- b) The Training Representatives, Mrs Jones and Mr Munro circulated the Diocesan training courses. Mrs Jones gave an oral report. Governors discussed their foreseen training requirements and noted the need for the Governing Body to participate actively in central LA Governor development sessions.

**JC**

**RESOLUTION: noted**

### **24/11 BOROUGH SCHOOL ATTENDANCE SERVICE**

Governors were advised that, following the recommendations of the Education Bill 2011, schools no longer have a statutory duty to set targets for reducing absence. However, it was **RECOMMENDED** that the Governors continue to agree a suitable overall absence target as part of their on-going self-evaluation and school improvement cycle.

In setting their absence target for 2011/12, Governors were advised that the figure should be either equal to or lower than the previous year's target and/or overall absence figure, whichever is the lower.

Governors noted the school had failed to meet last years target of 3.9%. The Chair recommended setting the target at 3.9% again. All governors agreed.

The Headteacher reported some small changes in parents/carers behaviours regarding holiday in terms time. The Chair and governors agreed this is an area for focused activity.

**RESOLUTION: to set the overall absence target for 2011/12 as 3.9%**

## **25/11 LOOKED-AFTER CHILDREN**

A report from Sue Jackson, Manager of the LACES team (Looked After Children's Education Support) was Enclosure D. The report described the responsibility of the Local Authority in managing education for Looked-After children - those for whom the LA was acting as Corporate Parent - and the need to ensure that their achievement was brought up to the level of other Sutton children. The report described the impact of the Care Planning Regulations April 2011 and posed a number of questions for Governors to consider. Specifically, Governors were asked to ensure that:

- There is a named governor who has the responsibility for Looked After Pupils, whether or not there are any such pupils currently on roll at the school.
- A designated teacher for pupils who are Looked After is appointed and is at a senior level within the management structure. This should be the case whether or not there are currently any such pupils on the school's roll.
- They understand the responsibilities of the Designated Teacher for Looked After Children

**RESOLUTION**

- i) to appoint Mr M Munro as Governor with responsibilities for Looked-After Children**
- ii) to note that the Headteacher. is the designated teacher with responsibilities for Looked-After Children**
- iii) to note the contents of the report and to incorporate the requirements into future planning.**

## **26/11 ENVIRONMENTAL ISSUES FOR SCHOOLS**

- a) Governors were provided with information regarding a centrally-arranged contract for the provision of solar panels; a letter setting out the details of the scheme and inviting expressions of interest had been sent to schools, quoting a reply-by date of 23 September.



- a) Father Peter thanked all of the staff and governors for the welcome party.
- b) Governors noted the information given in the information sheet attached to the agenda for the meeting (Appendix E).

**RESOLUTION:** noted

**30/11 CONFIDENTIALITY**

**RESOLUTION:** to regard minute/s 21/11 d) Personnel Minutes as confidential.

The meeting closed with a prayer at 9.45 pm

CHAIR \_\_\_\_\_ DATE \_\_\_\_\_