

APPROVED MINUTES – AUTUMN 2013**ENCLOSURE A****ALL SAINTS BENHILTON C OF E PRIMARY SCHOOL GOVERNING BODY**

Minutes of the meeting of the governing body held at All Saints Benhilton C of E Primary School on Monday 21st October 2013 at 7.30pm.

Members:	Mr M Rowland - Chairman	Mr M White
(*Absent)	Mr S Arnold	Mrs R Sutton - Headteacher
	Mrs S Langley	* Cllr M Heron
	Mrs J Jones – Vice Chair	Father P Harnden
	Mrs S Nickson	Mr M Munro
	* Mr N Payne	Mrs P Hughes
	Mrs M Southgate	Miss A Dawes
	* Mrs C Northfield	

Also present:	Mrs S Ferns	Associate Governor
	Mr C Paraschidis	Observer
	Mrs J Saddington	Clerk to the Governors

17/13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Heron, Mr Payne and Mrs Northfield. Governors were informed that Mrs Fortune had resigned as a teacher governor as she would be on maternity leave until January 2014. Miss Alex Dawes had been elected as teacher governor in her place.

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. **JS**

RESOLUTION: to give consent to the absence of Cllr Heron, Mr Payne and Mrs Northfield. JS

18/13 GOVERNANCE PROCEDURES

Governors were informed that new School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 came into effect on 1 September 2013. They were advised that they needed to ensure they complied with the new Regulations. This will be covered on 7 November 2013. Item 21/13 refers.

RESOLUTION: Noted.

JS

19/13 CONSTITUTION AND APPOINTMENTS

a) **ELECTION OF CHAIR**

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

RESOLUTION: to elect Mr Rowland as Chair to hold office until Autumn 2014. **JS**

b) **ELECTION OF VICE CHAIR**

RESOLUTION: to elect Mrs Jones as Vice Chair to hold office until Autumn 2014. **JS**

c) The Governors were informed of the following changes in the membership of the governing body including notice of forthcoming vacancies:

i) **Teacher Governor** – Mrs Fortune had resigned as a teacher governor and Miss Alex Dawes had been elected as the new Teacher Governor.

ii) **Staff – Non-Teaching Governor** – Mrs Northfield is retiring and will be resigning from the governing body with effect from 31 December 2013.

iii) **Parent Governor** – Mr Paraschidis term of office expired on 23rd September 2013. Elections for the Parent Governor post will take place in November.

iv) **Foundation Governors –**

- Mrs S Nickson has been reappointed with effect from 12th October 2013.
- Mr M Rowland has been reappointed with effect from 1st September 2013.
- Mr M White has been reappointed with effect from 1st September 2013.

RESOLUTION: Noted

JS

d) i) The membership of all committees and working parties was reviewed and recorded (Appendix B). Governors were reminded of the function of the committees in light of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

ii) The terms of reference for all committees are reviewed annually in January.

RESOLUTION: agreed

JS

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

RESOLUTION: agreed JS

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

RESOLUTION: agreed JS

- g) School Fund Account

RESOLUTION: i) to appoint Mrs R Sutton, Mrs S Ferns, Mrs J Collingwood and Mrs K Stanley-Bristowe as authorised signatories for the academic year for the School Fund Account. SL

ii) to appoint Mrs Anna Williamson as auditor for the academic year for the school fund account. SL

- h) General School Budget

RESOLUTION: to appoint Mrs R Sutton and Mrs S Ferns as certifying officers for the General School Budget (petty cash vouchers; official orders; salary claims; invoices; contracts; bank imprest account). Mrs Northfield is also appointed until 31/12/13 with Mrs Jones taking over and appointed with effect from 1/1/14. SL

- i) Signatories for Cheque Book

RESOLUTION: to appoint Mrs R Sutton, Mrs S Ferns, Mrs J Collingwood and Mrs K Stanley-Bristowe as signatories for the cheque book. SL

- j) Financial and Other Interests

The policy for recording governors' interests was reviewed.

RESOLUTION: i) to note that the designated officer is the bursar. SL

ii) to note that no interests were declared. SL
Declarations of Interest forms will be brought to the spring term meeting.

20/13 MINUTES OF LAST MEETING

RESOLUTION: the minutes of the meeting held on 24th June 2013 were agreed and signed subject to the following amendment: JS

Page 3 – Paragraph 4 – after potential add in "using Pupil Premium Funds".

21/13 MATTERS ARISING FROM THE MINUTES

- a) **Meeting to consider proposed action from the link Inspector meeting – Minute 04/13 Refers.**

This meeting is scheduled to take place on 7th November with the Chairs of the Committees and Mrs Sutton.

- b) **Pupils with Statements – Minute 05/13 b Refers**

The Chair reported that this is in hand. Item 22/13 refers.

RESOLUTION: Noted. See also Items 18/13 and 26/13.

JS

22/13 MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES

- a) **Premises Committee**

The minutes of the premises committee had been circulated. Governors were informed that the new build was finished. The small cracks in the hall remain and there is a problem with a drain in the playground. These and the lights in the new classrooms are not serious. There are snagging issues regarding the doors and the lights. Durtnalls have investigated the problems and discovered that insulation is also missing re connecting doors but this is being addressed. Mrs Sutton and Mr Paul Parish have undergone Harness training for roof access. The building work is still to be signed off. The official opening will take place on 25th October 2013 from 2-6pm. A new Fire Risk Assessment has been completed with David Charles. New class names were given out.

- b) **Personnel Committee**

This report was considered confidential.

- c) **Admissions Committee**

This report was considered confidential.

- d) **Finance Committee**

The minutes of the Finance Committee meeting held on 24th September 2013 were received. Governors considered Appendix 3 – the budget details. It was noted that there was an increase in the deficit for the year of c£18k but a slight surplus remained after carry forward figure and contingencies were built in.

- A number of amendments were tabled 8 July and a final extensive draft (Governors' thanks to Mrs Sutton) was prepared subsequently and presented as agreed to Personnel Committee on 26 September.
- Prior to this staff had been consulted and Mrs Sutton indicated that a small number of questions had been answered satisfactorily.
- The new arrangements had also been covered at the LA Chairs meeting in September and the Personnel Committee were now seeking full Governing body ratification for the document which had been circulated to all Governors with papers prior to the meeting.
- Governors discussed and sought clarification on some points including future budget forecasting for pay rises and a possible situation of insufficient progress by pupils in a particular class / cohort. Governors were advised that case studies would be kept where there was insufficient progress (and also outstanding progress to counter) and of course quality of teaching is already very carefully monitoring across the School and is well documented.

RESOLUTION: To unanimously approve the Teachers Pay and Conditions of Service Policy.

JS

25/13 MIDDLE TIER

The Chair of Governors updated governors on the meeting that was held on Monday 30th September to discuss the Middle Tier proposals. Mrs Sutton is a member of the group of governors and Headteachers looking at the initiative as cuts take place at the LA. The proposals were explained by Mrs Sutton and governors were requested to give their agreement in principle to further investigate the proposal which would give them a share in any newly formed co-operative at a cost of £25. Governors asked what the views of other schools are and were told that Headteachers are broadly in favour but governor views are variable.

RESOLUTION: To agree in principle the proposal.

NL

26/13 OFSTED UPDATE

Governors were advised about the most recent updates to the Ofsted Subsidiary Guidance for the Ofsted Framework, in particular with regard to how governors ensure the school has a clear strategic direction. They were reminded that any Inspection will examine how governor's support and challenge school leaders and hold them to account for the quality of teaching and pupils' achievement, behaviour and safety. It will also cover the management of finances, including the use of the pupil premium and sports premium to overcome barriers to learning.

RESOLUTION: To refer consideration of the Subsidiary Guidance of the Ofsted Framework to the Chairs meeting on 7th November 2013 from 6pm-7.30pm in the school. **NL**

27/13 TRAINING FOR SCHOOL GOVERNORS

- a) Governors were reminded that they no longer subscribed to the LA Governor Training Programme although governors can still book on to courses and the school are invoiced for individual attendance.
- b) Diocesan Training courses remain within the service agreement for all to consider in 2014.

RESOLUTION: Noted **JS**

28/13 ASSOCIATION OF SUTTON GOVERNORS

The governing body's ASG representative, Mrs Langley, reported that there had been a very interesting talk on SEN that had been well received by governors. She reported that there will be a new code of practice coming in to force from September 2014 and Education, Health and Care Plans will be replacing Statements. The LA will be given funds to support the reforms. The ASG has also been renamed the Forum of Sutton Governors (FSG). All governors can attend.

RESOLUTION: Noted. **JS**

29/13 FUTURE MEETINGS OF THE GOVERNING BODY

- a) Date of Next Meeting

RESOLUTION: to hold the Spring term ordinary meeting on Monday 24th February 2014 at 7.30pm. **JS**
 to hold the summer term ordinary meeting on Monday 16th June 2014 at 7.30pm.
 to hold the autumn term ordinary meeting on Monday 20th October 2014 at 7.30pm.

- b) Dates of Committee Meetings

RESOLUTION: to hold Committee meetings as follows:- **JS**

Finance Committee – 21st January 2014, 30th April 2014, 21st May 2014 and 23rd September 2014 – 4.45pm.
Premises Committee – 22nd January 2014, 13th May 2014 and 17th September 2014 – 3.30pm.
Personnel Committee – 30th January 2014, 14th May 2014 and 24th September 2014 – 4.15pm.

Curriculum Committee – 23rd January 2014, 15th May 2014 and 25th September 2014. – 4.00pm.

30/13 CONFIRMATION OF CHAIR’S ACTION

The chair informed governors that there had been no urgent action undertaken on their behalf.

RESOLUTION: noted

JS

31/13 ANY OTHER BUSINESS

- a) There was no other business.
- b) Governors noted the information given in the information sheets attached to the agenda for the meeting (Appendices D-D2).

RESOLUTION: Noted.

32/13 CONFIDENTIALITY

**RESOLUTION: to regard minutes 22/13 b), c) and enclosures and 22/13 JS
- the Headteachers report - as confidential.**

CHAIR _____ DATE _____

MIN13AUT - SEPT 2013

JS /CR