

**DRAFT MINUTES – SUMMER 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, 24th June 2013 at 7.30 p.m.

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	Mr C Paraschidis
	Mrs M Southgate	* Mrs J Fortune
	Mrs C Northfield	Mrs P Hughes
Also present:	Mrs S Ferns	Associate Governor
	Mr M Hayward	Associate Governor
	Mrs J Ayres	Clerk to the Governors

The meeting opened with prayers.

**1/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Heron, Mrs Fortune, Father Harnden and Mr Payne.

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, Mrs Fortune, Father Harnden and Mr Payne. JS**

**2/13. CONSTITUTION AND APPOINTMENTS**

a) The following changes in the membership of the Governing Body were reported:

- ❖ Mr Munro was congratulated on his re-election as Parent Governor.
- ❖ It was noted by Governors that the terms of office of Mrs Nickson, Mr Rowland, Mr White and Mr Paraschidis will come to an end in the autumn term. All of these Governors expressed an interest in continuing to serve on the Governing Body.
- ❖ An election will be required for the forthcoming Parent Governor vacancy.

b) The membership of panels, committees and working parties was reviewed in the light of the above (Appendix B):

**RESOLUTION: The membership of all committees, working parties and other posts were reviewed and recorded as Enclosure B. JS**

### **3/13. MINUTES OF LAST MEETING**

**RESOLUTION: The minutes of the meeting held on Monday, 4th March 2013 were confirmed and signed.**

### **4/13. MATTERS ARISING FROM THE MINUTES**

**Minute 06/13:** The Headteacher was pleased to report that a request for a statement for a pupil at the school which was being contested by the Local Authority had been resolved in favour of the child. As, a consequence of this, the school had received a letter of apology from the Local Authority.

**Minute 08/13:** The Chair of Governors reported to Governors that the proposed meeting to discuss further action as a result of the report of the Link Inspector had yet to take place. It was agreed that a meeting will take place as soon as practicable, a date to be arranged by email. The Headteacher reported that the Link Inspector had recently attended the school and performed a learning walk and would be returning in July to audit marking across the school.

### **5/13. MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES**

#### **a) Admissions Committee**

It was noted that the next meeting of the Admissions Committee would take place on 26<sup>th</sup> September 2013 at 3.00 p.m. previous to the Personnel Committee. It was agreed that the Admissions Policy would be reviewed at the next meeting of the committee. It was reported that admission appeals were low. There were 37 Foundation places and 23 Open places filled for September 2013 which was a similar pattern to last year. All places were full for the September intake and only 5 children in the nursery did not get main school places.

**RESOLUTION: Noted.**

#### **b) Curriculum Committee**

The minutes of the Curriculum Committee were recommended to Governors.

Governors were concerned about the reduction in School funding which would be a consequence, of the major changes delineated by the DfE in the school funding formula for 2013/2014. It was noted that SEN pupils at the school with statements would be significantly underfunded. Governors were of the opinion that the funding deficit for these SEN pupils would be within the minimum funding

guarantee of -1.5%. It was agreed that a letter detailing Governors concerns would be sent to Sharman Lawson at the Local Authority in answer to the request that specific issues be raised with the Local Authority for the subsequent attention of the DfE.

It was further highlighted that the impetus nationally was on an expectation of improvement even for SEN pupils who were expected to make the two levels which is the average improvement for all pupils. The latest attainment data was discussed and Governors noted that areas of concern were being addressed by the use of Pupil Premium money and that other strategies to improve had been put in place.

Governors were requested to ratify the presented School Development Plan.

It was noted that the school was dedicating 3 full days per week to small group teaching to ensure that each child reaches their potential.

In respect of the recent parent questionnaire response, Governors queried whether 27% return rate was normal. The Headteacher reported that this was slightly higher than average.

The Educational Visits Policy, Anti Bullying Policy with the Children's version of the policy and the Display Policy were discussed and approved by Governors. Governors requested that the Children's Anti-Bullying policy be added to the school prospectus.

It was reported that the Governors' day had been a great success; it was considered that it had added a fresh impetus to Governors' relationship with the school. The next Governors' day was pencilled in for Tuesday, 12<sup>th</sup> November 2013. Governors who were unable to attend on this day were welcome to visit on an alternative day.

The Chair of Governors thanked all concerned for their hardwork and commitment to the school.

**RESOLUTION: To receive the minutes of the Curriculum Committee.  
To ratify the Educational Visits Policy, Anti Bullying Policy including the Children's version of the policy and the Display Policy, this, is an appendix to the Art Policy.  
To ratify the School Development Plan. ALL  
To action a letter from Governors on behalf of the Governing Body to Sharman Lawson at the Local Authority. CH**

**c) Finance Committee**

The minutes of the last two meetings of Finance Committee were recommended to Governors.

The Chair of the Finance Committee reported that this was a transition year for the new National Funding formula and reiterated that schools had been asked to

report any specific issues with the funding to Sharman Lawson at the Local Authority. Governors had, therefore, agreed that issues with the funding formula would be a standing agenda item for the Finance Committee. It was, also, restated that there were concerns about the future funding of SEN pupils and that there was a specific concern that funding could fall outside the protection figure for individual schools.

The Chair of the Finance Committee presented the School Budget Plan for 2013/2014 and projected Budget Plans for 2014/2015 and 2015/2016 to Governors for their approval. It was reported that the school had seen a better than expected outturn for 2012/13 with a small surplus. The Chair of the Governing Body stated that there had been a deliberate policy for 2013/14 to keep a number of good teachers on the staff and this had increased the costings under the teaching staff budget heading. This cost to the school for 13/14 was, therefore, proportionately higher than future years, when the funding would increase in line with an increase in pupils.

Governors' attention was drawn to the Statement of Internal Controls, Pre-certification Checklist and Best Value Statement. All safeguards were in place and an excellent report had been received from the Internal Auditor who completed an internal audit of the accounts last financial year. The minimal recommendations of the Auditor had already been actioned.

The Maintenance Fund was discussed and it was reported that the amount of £10,070 in total had been collected to date. Chasing letters had been sent out and new strategies may need to be considered to increase future revenue.

It was reported that the school fund 2011/12 had been audited and had been signed off; any action suggested by the Auditor had been actioned.

Governors agreed that Business Interest forms would be completed in full, as requested, by the Responsible Officer and the Terms of Reference of the Full Governing Body to be reviewed at the next meeting of the Governing Body in the Autumn Term.

The accounts and Constitution of the All Saints Benhilton School Association were discussed and recommended to Governors for their approval. The Chair of Governors asked that the accounts be audited as at the end of October in future and this was agreed.

Governors thanked the Headteacher and the Bursar for their hard work in this aspect of the school.

**RESOLUTION: To receive the minutes of the Finance Committee.**

**To agree the Revenue, Capital and Three Year Budget as stated.**

**To agree the All Saints Benhilton School Association Account for 2012/2013.**

**To ratify the constitution of the All Saints Benhilton School Association.**

**To agree to bring the Terms of Reference of the Governing Body to the next meeting in the Autumn Term 2013.**

**d) Premises Committee**

The minutes of the Premises Committee were recommended to Governors.

The Chair of the Premises Committee highlighted that the Bike Sheds were being realigned for easier access and that the in-house cleaning service was still proving successful. It was reported that the expansion build was going well and was remaining within the specified timetable and that various maintenance projects around the school were in-hand. There were plans to improve lunch provision for pupils which was becoming more of an issue, in consequence, of the school's expansion. Governors asked about the changes to the provision of hot water in the classrooms and the Headteacher responded that this was to be actioned in the summer break as the contractors had concentrated on essential areas needing hot water during the half term holiday, time being of the essence. There was, also, concern about proposed building near the school and this would be monitored through the Premises Committee.

**RESOLUTION: To receive the minutes of the Premises Committee.**

**e) Personnel Committee**

This report was considered confidential.

**6/13. REPORT OF THE HEADTEACHER**

This report was considered confidential.

**7/13. MIDDLE TIER**

The Headteacher presented to Governors the notes from a recent meeting on the Middle Tier. It was noted that it was a work in progress and at present there was a process of consultation between Governors, Headteachers and the Local Authority. A consultant had been employed by the Local Authority to look at the legal aspects on the shift in decision making. The Association of Sutton Governors had representation at these meetings and the Headteacher encouraged a member of the Governing Body to attend the meeting of the Association of Sutton Governors on behalf of the school.

**RESOLUTION: Noted**

**8/13. BUDGET PREPARATION 2013/14**

The budget was discussed and agreed under the Finance Committee at minute 5c.

**RESOLUTION: It was noted that budget details would be submitted to the Strategic Director, Children, Young People and Learning Directorate by 30th June 2013.**

**9/13. BEST VALUE**

The School had completed a Best Value Statement as an Internal Control. The statement was signed by the Chair of Governors.

**RESOLUTION: Noted**

**10/13 SCHOOL TEACHERS PAY AND CONDITIONS**

Revised regulations come into force from 1st September 2013 and schools will be required to take action to ensure their policies, procedures and training reflect the latest guidance. This is a very short deadline and it was noted that the new Pay Policy directives allow the school to reward a teacher on performance. It was noted that the new Pay Policy needed to be put in place at the beginning of the autumn term with ratification at the October meeting of the Governing Body. Governors were reminded that the Salary/Appraisal Committee had already met to discuss these matters and a further meeting is scheduled for July.

**RESOLUTION: Noted.**

**11/13 TRAINING FOR SCHOOL GOVERNORS**

The Training Representative gave an oral report to Governors. Training was recommended through the Diocese programme which can be found on the website.

Governors were advised that the Local Authority Training Programme is available to view and book at [www.sams.sutton.lgfl.net](http://www.sams.sutton.lgfl.net). They were also advised that the Training Programme for 2013-2014 will be available by the end of this term.

**RESOLUTION: Noted**

**JS**

**12/13 ASSOCIATION OF SUTTON GOVERNORS**

The school does not have a representative at the Association of Sutton Governors but is being looked at again; see note 7/13 re Middle Tier.

**RESOLUTION: Noted.**

**13/13 FUTURE MEETINGS OF THE GOVERNING BODY**

a) Date of Next Meeting

**RESOLUTION: To hold the autumn term ordinary meeting on Monday, 21st October 2013 at 7.30 p.m.**

b) Dates of Committee Meetings

**RESOLUTION: To hold Committee meetings as follows:-**

**Finance Committee: 24th September 2013 at 4.30 p.m.**

**Admissions Committee: 26th September 2013 at 3.00pm**  
**Personnel Committee: 26th September 2013 at 4.15 p.m.**

**Premises Committee: 18th September 2013 at 3.30 p.m.**

**Curriculum Committee 27<sup>th</sup> September 2013 at 1.30 p.m. JS**

#### **14/13 CONFIRMATION OF CHAIR'S ACTION**

The Chair of Governors reported that he had been involved in the appeals aspect of the admissions process.

**RESOLUTION: Noted.**

#### **15/13 ANY OTHER BUSINESS**

- i) Governors' attention was drawn to the School Data Dashboard which can be found at [www.dashboard.ofsted.gov.uk](http://www.dashboard.ofsted.gov.uk). The School Data Dashboard provides a snapshot of school performance at Key Stages 1, 2 and 4. The dashboard can be used by school Governors and by members of the public to check the performance of the school in which they are interested.
- ii) The Headteacher was pleased to announce that the school had been awarded the Quality Mark for Basic Skills for the fourth year in succession.

b) Governors noted the information given in the information sheet attached to the agenda for the meeting (Appendix D).

**RESOLUTION: Noted**

#### **16/13 CONFIDENTIALITY**

**RESOLUTION: To make 5/13e & 6 of the minutes and enclosures confidential.**

This was Mr Hayward's last Governing Body meeting and Governors presented Mr Hayward with a token of their appreciation of his commitment and time that he had voluntarily given to the school over the last nine years.

The meeting closed with a prayer at 10.20 p.m.

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

**All Saints Benhilton C of E Primary School****Meeting of the Governing Body****Monday, 24<sup>th</sup> June 2013****5/13****e) Personnel Committee**

The minutes of the Personnel Committee were recommended to Governors.

The Chair informed Governors that Appraisals had been completed and that an audit of contracts was in-hand. It was noted that there were a couple of amendments to the staffing structure for the academic year 2013/2014. The school was awaiting an appraisal document for the member of staff that was on secondment and was returning to the school. The Headteacher informed Governors that this was being actioned by the Headteacher of Camden Juniors School.

**RESOLUTION: To receive the minutes of the Personnel Committee.**

**6/13. REPORT OF THE HEADTEACHER**

The Headteacher recommended her report to Governors and asked for questions and comments.

It was reported that a number of staff were either leaving or retiring, at the end of the summer term. Some of these staff members had served for many years at the school. It was agreed that an appropriate gift would be arranged from the Governors in appreciation of their service to the school.

Governors were asked to approve the INSET days:

- ❖ Monday, 2nd September 2013
- ❖ Monday, 4th November 2013
- ❖ Monday, 6th January 2014
- ❖ Monday, 24th February 2014
- ❖ Friday, 23rd May 2014

Governors were asked to approve the following school Educational Visits:

- ❖ 14<sup>th</sup> to 16<sup>th</sup> October 2013 Y5 visit to Sayers Croft Ecology Field Centre
- ❖ 2<sup>nd</sup> to 6<sup>th</sup> June 2014 Y6 to visit the Westbrook Centre on the Isle of Wight.

The Headteacher reported that all the NQTs at the school were doing well and were online to complete their QTS successfully.

The level of attendance was slightly lower than anticipated; this was due to illness. It was noted that there had been no attendance data from the Local

Authority in recent months. It was agreed that low attendance did correlate with low attainment. Governors asked if parents were informed of attendance issues; the Deputy Headteacher informed Governors that attendance was closely monitored and parental reports delineated attendance for their child.

The Headteacher was pleased to report that there had been a fire drill on 21st June 2013 and that the building had been evacuated in 1 minute 20 seconds. The fire alarm was not particularly loud in the main building and needed attention.

The Headteacher said that there were concerns in some areas of attainment but, as previously discussed, this was being addressed. The school had been moderated on 11<sup>th</sup> June 2013 and the moderators had agreed with the school's judgements on each count, this was an extremely positive report for the staff and pupils at the school. The Headteacher reported to Governors that she was teaching for a day per week where there was a specific need. Governors asked how this was impacting on her workload. The Headteacher responded that, although, there was an impact on her workload the benefit to the school outweighed the extra time needed to complete tasks.

Governors thanked the Headteacher for her comprehensive report.

**RESOLUTION: To receive the Headteacher's report and to approve the stated Inset days and School Educational Visits.**