

APPROVED MINUTES – AUTUMN 2012**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 Monday, 15th October 2012 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 Paraschildis
	Mrs M Southgate	* Mrs J Fortune
	Mrs C Northfield	

Also present:	*Mrs S Ferns	Associate Governor
	Mr M Hayward	Associate Governor
	Mrs P Hughes	Observer
	Mrs J Ayres	Clerk to the Governors

The meeting opened with prayers.

Mrs Langley was welcomed to the meeting as a newly elected Parent Governor as was Mrs Hughes who was in attendance as an Observer.

1/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Ferns, Mrs Fortune, Cllr Heron and Mr Paraschildis.

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 Mrs Ferns, Cllr Heron, JS
Mrs Fortune and Mr Paraschildis.**

2/12 CONSTITUTION AND APPOINTMENTS**a) ELECTION OF CHAIR**

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

Mr Rowland was nominated as Chair and unanimously elected by Governors.

**RESOLUTION: To elect Mr Rowland as Chair to hold office until the JS
Autumn Term 2013.**

b) ELECTION OF VICE CHAIR

Mrs Jones was nominated as Vice-Chair and unanimously elected by Governors.

RESOLUTION: To elect Mrs Jones as Vice-Chair to hold office until the Autumn 2013 JS

c) CONSTITUTION REGULATIONS 2012

Governors were informed that from September 2012 governing bodies can choose whether to re-constitute under the new School Governance Constitution Regulations 2012. They were informed that this is not mandatory.

Governors chose not to re-constitute under the new School Governance Constitution Regulations.

RESOLUTION: Noted

JS

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

Following the parental ballot in July Mrs Langley has been elected as a Parent Governor.

Mrs Hughes was attending as an Observer; awaiting the forthcoming meeting of the PCC when her nomination as Foundation Governor will be considered.

Governors noted that Mr Hayward was in attendance as an Associate Governor.

RESOLUTION: Noted

JS

e) 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 (Procedures) (England) Regulations 2003.

ii) The terms of reference for all committees was reviewed.

f) The membership of all panels was reviewed and recorded (Enclosure B).

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

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

h) School Fund Account

RESOLUTION: To appoint Mrs Sutton, Mrs Collingwood and Mrs Ferns as authorised signatories for the academic year for the School Fund Account. **SL**

To appoint Mrs Anna Williamson as auditor for the academic year for the school fund account.

i) General School Budget

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

j) Signatories for Cheque Book

RESOLUTION: To appoint Mrs Sutton, Mrs Collingwood and Mrs Ferns as signatories for the cheque book. **SL**

k) Financial and Other Interests

The policy for recording governors' interests was reviewed.

RESOLUTION: To note that the designated officer is the Bursar/Admin officer. **SL**

To note that no interests were declared

3/12. MINUTES OF LAST MEETING

RESOLUTION: The minutes of the meeting held on Thursday, 18th June 2012 were confirmed and signed as amended. **JS**

4/12. MATTERS ARISING FROM THE MINUTES

ITEM 19/12 a) it was noted that the School continued to use the Portal but that the document library was no longer being used. The Chair thanked the Bursar for providing the documentation for the meeting.

ITEM 20/12 e) Mrs Langley in her previous capacity as Co-opted Governor stated that she had not been notified about forthcoming meetings of the

Curriculum Committee and that the Chair had not written to her as stated in the minutes. She wanted Governors to know that she was still very much interested in being included in the work of the Governors. The Chairman had not written in view of her nomination as Parent Governor.

Mrs Langley reported that some parents had been disappointed in the change to the school uniform. It was reported that there was an increased expense in purchasing the uniform, parents had not been canvassed and that some parents had felt the process rushed. The Headteacher responded that the pupils, the School Council, and staff had been consulted on the change. Governors felt that much time had been given to the decision to change the uniform; lengthy discussion had been had at the Curriculum Committee and by the Governors at the Governing Body meeting.

5/12. MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES

a) Personnel Committee

It was agreed that the minutes of the Personnel Committee be considered confidential.

b) Admissions Committee

It was noted that the Admissions Committee will convene on Monday, 22nd October 2012 at 1.30 p.m.

It was reported that preference for Nursery pupils had again been reconsidered in the last consultation. The Local Authority had highlighted the Adjudicators view that the school could not give preference to children who attend the School's Nursery for places in reception.

RESOLUTION: Noted.

c) Premises Committee

The Chair recommended the minutes of the Premises Committee to Governors

The Chair highlighted that:

- The Lettings Policy and Agreement would wait on expansion.
- Insurance was in place.
- A Health and Safety representative from the Local Authority had walked the school and it was reported that there were no concerns regarding the school's smoke alarms in response to Governors query on this matter.
- The resulting Condition Survey report had been discussed and items requiring attention on the report would be prioritised.

- There was concern about the condition of the cladding but this work would be actioned when funds were available.

It was reported that a new boiler would be required to facilitate the planned expansion of the school but that the existing pipework would require major work; some costs may be found within the budget for expansion.

On expansion, it was reported that the 'Land Swop' had yet to happen but the problem with access had been resolved and it was hoped that demolition would begin on 19th November 2012.

The school had been asked to consider a temporary classroom during the building period.

Governors asked about the leak which had appeared near the reception area. The leak had been monitored and did not appear to be recurring but Governors noted that this may be a potential problem in the future.

RESOLUTION: Noted.

d) Finance Committee

The Finance Committee minutes were recommended to Governors. Governors were asked to approve the virements at Ledger Code E26 for £9833.00 and E03 for £5947.00 as detailed in the Finance Committee minutes.

It was highlighted that the school would be receiving a cheque for the School Fund portion/Maintenance Fund for 2012/2013 of £3066.66. The letter to parents regarding the Maintenance Fund was being prepared and so was the letter to the Scoble family in respect of their contribution.

It was noted by Governors that Mr Powell (SDBE) would be attending school to meet with Governors regarding the new Ofsted Framework on Tuesday, 20th November 2012 at 7.00 p.m. The Chair requested all Governors to attend.

RESOLUTION: The virement Ledger Code E26 for £9833.00 and E03 for £5947.00 as detailed in the Finance Committee minutes was agreed.

e) Curriculum Committee

The Curriculum Committee minutes were recommended to Governors.

It was reported that the KS2 data was in line with predictions but KS1 results indicated a significant proportion of low achievers for 2012. The Headteacher reported that unusually this cohort were below the local and national average. Extensive support is on-going for these pupils with multiple interventions, as well as extension opportunities for more able pupils. Governors asked if the

Headteacher had discussed the KS1 concerns with the Attached Inspector and with parents. The Headteacher reported that the Attached Inspector was well aware of the school's concerns and there had been an on-going dialogue between the school and parents on this issue. It was, further reported, that the Primary Inspector from the Diocese would be visiting the school to do paired observations with the Headteacher and to validate her judgement as there had been several years since this had last occurred. The Headteacher would take this opportunity to discuss the concerns pertaining to the KS1 cohort.

The number of SEN pupils at the school was growing, the number with statements were 8 with another pupil going to panel on 16th October 2012. The school were very grateful for the excellent work of Mrs Stanley-Bristowe who was making a difference in the SEN work at the school.

Policies recommended to Governors for their approval:

- Child Protection Policy
- Equal Opportunities Policy
- Sex & Relationships Policy
- Early Years Foundation Stage Policy
- ICT Policy
- Internet Access Policy

These policies were discussed and agreed with the proviso that amendment be made to the Internet Access Policy, so that, it included any mobile phone with internet access.

The Headteacher encouraged Governors to visit the school and meet with the teacher in their attached curriculum area with visits staggered as per the termly schedule. Governors were reminded that Governors' visit forms were available on-line on the Diocese website and once completed requested that these forms be returned to the school via Curriculum Chair. New Governors would be availed of the appropriate passwords.

The Headteacher reported that the Pupil Premium was being used to provide Maths and English support for pupils.

It was noted that the Diocese no longer had a NQT pool which had provided some helpful detail on prospective candidates. Also, the school was using the eteach website to seek suitable teachers for vacant posts at the school.

The Headteacher distributed a document from the DfE which detailed Teachers' Standards, it was noted that the Standards were presented in a clear and straightforward format.

RESOLUTION: The policies notated below were ratified by Governors:

- **Child Protection Policy**
- **Equal Opportunities Policy**

- **Sex & Relationships Policy**
- **Early Years Foundation Stage Policy**
- **ICT Policy**
- **Internet Access Policy**

6/12. REPORT OF THE HEADTEACHER

- a) The Headteacher presented her report to Governors and highlighted that:
- The NQTs being mentored by Mrs Ferns had been graded as good.
 - The Classroom Staff appraisals would be held on 26th October 2012.
 - The Headteacher reported that she was monitoring unauthorised absence at the school and would proceed with meeting with parents with the assistance of the Local Authority Attendance Officer if parents continued to take holidays in term time. Governors gave their support to the Headteacher in this undertaking.
 - It was agreed that the Attendance figure for the school should remain at 3.6%.
 - It was noted that there was a wide range of languages in Reception and this reflected changes within London Borough of Sutton.
 - Governors thanked the staff in Reception for their work with the new intake.
 - It was reported that the school would be advertising for an experienced teacher to cover maternity leave from January 2013.
 - It had been decided that the school would not be taking students from Roehampton this year.
 - The Headteacher reported on the success of the Y6 clubs for the younger pupils at the school.
 - Governors agreed to the school closures for Inset on 7th January and 15th April 2013.
 - Approval was requested and received for the Y6 trip to the Isle of Wight on 3rd June 2013 for 5 days.

**RESOLUTION: To receive the Headteacher's report.
To agree that the Attendance figure should remain at 3.6%.
To approve the Inset days: 7th January and 15th April 2013.
Approval was given for the Y6 trip to the Isle of Wight on 3rd June 2013 for 5 days.**

- b) The audited accounts of the School Fund and Maintenance Fund had been presented to the Finance Committee

**RESOLUTION: to receive the School Fund Account for 2011/2012
to receive the School Maintenance Account for 2011/2012**

JS

7/12. OFSTED UPDATE

Governors were advised about the new Ofsted Framework, in particular with regard to how governors ensure the school has a clear strategic direction. 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 to overcome barriers to learning.

RESOLUTION: Noted.

NL

8/12. TRAINING FOR SCHOOL GOVERNORS

- a) The Training Representative encouraged Governors to enrol on courses which are available from the Local Authority and from the Diocese.

RESOLUTION: Noted.

JS

9/12. ASSOCIATION OF SUTTON GOVERNORS

The Governing Body does not have an ASG representative.

RESOLUTION: Noted.

JS

10/12. FUTURE MEETINGS OF THE GOVERNING BODY

- a) Date of Next Meeting

RESOLUTION: to hold future meetings of the Governing Body:

Monday, 25th February 2013 at 7.30 p.m.

Monday, 24th June 2013 at 7.30 p.m.

Monday, 21th October 2013 at 7.30 p.m.

JS

- b) Dates of Committee Meetings

RESOLUTION: to hold Committee meetings as follows:-

Finance Committee: 29th January 2013 at 4.30 p.m.
30th April 2013 at 4.30 p.m.
4th June 2013 at 4.30 p.m.
24th September 2013 at 4.30 p.m.

Personnel Committee: 31st January 2013 at 4.15 p.m.
16th May 2013 at 4.15 p.m.
26th September 2013 at 4.15 p.m.

Premises Committee:	23rd January 2013 at 3.30 p.m. 15th May 2013 at 3.30 p.m. 18th September 2013 at 3.30 p.m.	
Curriculum Committee	24th January 2013 at 4.15 p.m. 23rd May 2013 at 4.15 p.m. 3rd October 2013 at 4.15 p.m.	JS

11/12. CONFIRMATION OF CHAIR'S ACTION

The Chairman discussed the purchase of the Cornerstone Curriculum at c£3.5K (to start from January) and agreed that expenditure looked reasonable. Also, very exceptionally, agreed a 5 week absence of a pupil on compassionate grounds.

RESOLUTION: Noted

JS

12/12. ANY OTHER BUSINESS

It was agreed that the minutes of AOB be considered confidential.

13/12. CONFIDENTIALITY

RESOLUTION: To regard minutes 4/12 a) and 12/12 a) as confidential.

JS

The meeting closed with a prayer at 10.10 p.m.

CHAIR _____ DATE _____

HIGHLY CONFIDENTIAL**ALL SAINTS BENHILTON C OF E PRIMARY SCHOOL****Meeting of the Governing Body****Monday, 15th October 2012****5a) Personnel Committee**

The minutes of the Personnel Committee were discussed. Governors were asked to agree the new Staff Appraisal Policy which was replacing the Performance Management Policy. It was agreed that the new policy had more clarity and could reduce timelines from informal to formal procedures. Governors asked whether this policy covered all staff. The Headteacher responded that it did and would amend the policy to elucidate this. It was noted that an outside advisor must be present at the Headteacher's appraisal. In response to questions from Governors regarding the feedback to staff on appraisal and observations, the Headteacher responded that there the school provided comprehensive feedback and that an appendix to the policy provided a feedback form which was used during the process. Governors agreed the policy as amended.

Governors were asked to agree to increase the Deputy Headteacher's pay scale from 5/9 to 7/11. This amendment was agreed.

Governors questioned whether the SLT would expand with the planned expansion of the school. The Headteacher responded that she believed that roles on the leadership team would evolve as expansion proceeded.

RESOLUTION: i) to ratify the Appraisal Policy as amended.
ii) To agree to increase the Deputy Headteacher's pay scale to 7/11 from 5/9.

12/12. ANY OTHER BUSINESS

- a) The Headteacher asked for a grant of £40.00 to help towards the purchase of a school uniform for a pupil who had been bereaved.
- b) Mrs Langley had emailed the school regarding the actions of a supply teacher who was releasing children to parents at the end of the school day. The Headteacher responded that there were set protocols to follow and she would make sure that the set procedures were followed.

RESOLUTION: To agree the payment of £40.00 to help purchase the required school uniform.

