

Minutes



GOVERNING BODY OF ALL SAINTS BENHILTON C of E PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Monday 23rd February 2015 at 7.30 pm at All Saints Benhilton C of E Primary School

Attendees:

Mr M Rowland (Chair)	Mr B Cloves
Mrs J Jones (Vice Chair)	Mr M Munro
Mrs R Sutton (Headteacher)	Mrs M Southgate
Mrs C Jones (SBM)	Mrs J Collingwood
Mr S Arnold	Mrs P Hughes
Mr M White	Mr D Williams

Also in Attendance:

Mrs S Ferns (Associate Governor)
Mrs G Williams (Clerk)

Apologies:

Mrs S Nickson	Father P Harnden
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The meeting opened with prayers.

Mr M Rowland welcomed Mr D Williams to his first governors meeting.

	ITEM	ACTION BY
1.	APOLOGIES FOR ABSENCE Apologies were received from Mrs Nickson and Father Peter Harnden. It was agreed to accept both apologies. No apologies were received from Mrs Heron, it was subsequently ascertained that she had had accident.	
2.	DECLARATIONS OF CONFLICTS OF INTEREST & PECUNIARY INTERESTS There were no items of conflicts of interest or pecuniary interest.	
3.	GOVERNING BODY MEMBERSHIP There have been no changes since the last meeting in October; with the exception of the appointment of Mr Williams as a new parent governor.	

	<p>This leaves one vacancy on the governing body for a Foundation Governor.</p> <p>It was noted that the terms of office for both Mrs Heron (LA Governor) and Mrs Southgate (PCC Governor) both expire this year.</p>	
4.	<p>RE-CONSTITUTION OF GOVERNING BODY</p> <p>This was discussed at the last meeting and a decision was made to stay at 16 governors. The re-constitution is in course.</p>	Chair
5.	<p>MINUTES FROM PREVIOUS MEETING HELD ON 20th October 2014</p> <p>Minutes were agreed and signed as a true record with two amendments: Item 4 should read that there is currently one vacancy on the governing body not two and item 7 should read that there is a possibility of changes to year 5 & 6 classes.</p> <p>Action updates</p> <p>The head told the meeting that the school has now purchased a defibrillator. Staff will now be trained to use it.</p>	
6.	<p>MINUTES OF COMMITTEE MEETINGS</p> <p>All minutes were distributed prior to the meeting.</p> <p>Finance Committee – the minutes of the meeting of 20th January were presented. It was highlighted that Pupil premium figures are low in the reception classes . Ongoing checks are in place to monitor the situation and a letter has been sent to all parents informing them of a very simple way to check online if they are eligible.</p> <p>Supply cover is an increasing cost on the budget due to long term sickness, but the school is still on track to have a small surplus at the end of the financial year.</p> <p>There was a payment item showing on the Diocesan statement for handrails, but the school has not had any handrails fitted. Premises will contact the Diocese about the charge.</p> <p>Maintenance Fund update – according to the last statement dated 13th February 2015, 215 have paid with 104 outstanding (67%). The head asked if it would be better to collect payments using the direct debit system instead of standing orders as the school could then originate the payments every year. It was agreed to look into the direct debit system, but it was thought that there would have to be a minimum number of transactions to be able to set up the system. So far the total amount received is £10,398. A second letter will be sent out to families who have not yet paid, including 26 reception class families whose standing orders have not been actioned. The school has sent out a letter to those families explaining the situation and asking them to contact their banks.</p>	MM & SA

There was a discussion at the finance meeting about the possibility of increasing the School Fund contribution. This will be discussed further at the next finance meeting.

A copy of the Responsible Officer's report, dated 21st January 2015, was tabled and everything is in order. The meeting was asked to ratify the RO Audit.

School Fund at 31st August 2014 has been audited but not presented to governors. It was agreed that the audited document will be taken to the next finance meeting for ratification at the next governing body meeting in June 2015.

The internal auditor report from LBS (09.12.14) was presented to Governors and minor changes on both the Whistleblowing Policy and the Asset Management Inventory system were sought; which have both been amended.

The governors thanked the School Business Manager for all her hard work.

The Full Governing Body unanimously agreed to ratify the revised Whistleblowing Policy.

Agenda item 7 – newsletter item about the model spring term financial planner has already been completed by the school and checked by the auditor.

The Governors agreed that the school business manager and the head will regularly review the SLA with the borough, and decide whether or not the school wishes to make any amendments.

Curriculum Committee – minutes of the meeting 22.01.15 were tabled. It was agreed that the updated SEF and the SIP would be discussed under item 8 below.

The new Library Policy was distributed and the meeting was asked to ratify the document.

The Full Governing Body unanimously agreed to ratify the Library Policy.

Miss Coburn was thanked for her work in preparing the new policy.

Governor Day - There has been another date set and the head has set up a schedule for all governors to sign up for a slot to view/and or take part in lessons within the school.

Governors agreed that the next Full Governing Body meeting would start with a 'Curriculum Presentation' at 7pm with the business part of the meeting starting at 7.30pm as usual. Mrs Hayter will be asked to present current teaching and learning in Maths.

ASIP: The meeting of 27th January 2015 was very positive, proactive and very well received, which is very encouraging. Thanks to the Senior Leadership team from the governors. Formal Assessment across the school is half termly and so the next ASIP meeting, on 15th April, will be

	<p>presented with two sets of progress data. It was agreed to keep the minutes of the Curriculum Committee confidential because of the ASIP descriptor.</p> <p>Faith Group – The minutes of the last meeting on 5th February 2015, where the school’s promotion of British Values were discussed, were not available. (see Item 12b). There was a discussion about the makeup of the Faith Group, which will be taken to the next Curriculum meeting. The head will e-mail the minutes to the governors and this item will come back to the next governing body meeting on 15th June 2015.</p> <p>Personnel Committee – The Personnel Committee met on 29th January 2015 and the minutes have been distributed to governors. It was decided that the minutes would remain confidential. Governors discussed two key points from the minutes:</p> <ol style="list-style-type: none"> 1. A presentation from Caryl Jones (SBM) on the overall cost of supply cover. 2. Additional pressures on teachers regarding performance management including observations of Teaching and Learning. <p>Admissions Committee – The committee met on 4th February 2015. There are in excess of 200 applications for 60 Reception places – 72 applications had All Saints Benilton as their first choice school. There will be a meeting in the middle of March to discuss the Nursery applications.</p> <p>Chairs of Committees – Minutes of the last meeting was on 13th January 2015 were noted.</p> <p>Premises Committee – Planning has been submitted for the canopies outside year 1 classrooms, it is hoped to have the work completed during the spring bank holiday. Following a meeting with the Diocesan Advisor, the services of the current school surveyors (Calford Seadon) have been terminated. A new Consultant has since been appointed – Sean Keller of Wilby & Burnett. Sean has already taken on the project for the canopies to ensure that we do not lose the time bonded grant funding that SBM had obtained.</p> <p>The five year development plan has been updated and will be distributed by the head.</p> <p>The playground subsidence is still under investigation and the final cost still not known.</p>	
7.	<p>FINANCIAL ISSUES This item has already been covered under the Finance Committee minutes.</p>	

8. REPORT OF THE HEAD TEACHER

The governors agreed to the year 4 school visit to Juniper Hall on 18th and 19th March – a new initiative (see Chairs Action).

The school has just had an assessment week. Current data for all year groups was given by the assessment coordinator – Sharon Ferns - who presented an analysis of the first half of the spring term attainment and progress data. The analysis showed that most classes have been making two or more points of progress since September 2014, which is very encouraging. Where progress is not good, the headteacher is meeting with the class teacher and will be observing teaching and learning in those classes.

The LA still has to allocate an advisory teacher for EAL – no support available at the moment.

There are still two In service Training days left for this academic year – Monday 13th April 2015 – Learning Processes (morning) and Progress Meetings (afternoon) and Friday 22nd May 2015 (reporting to parents). The school will be used as a polling station on Thursday 7th May 2015, but only the nursery will be used, not the main school building.

Some of the parents have complained about the reduction in the number of after school clubs.

The head explained that while some of the clubs are run by outside agencies or parent volunteers, some are still dependent on staff volunteers. Teachers' workloads have been increasing and it is more difficult for them to volunteer to run after school clubs.

There will be a notice in the newsletter after Easter explaining the reasons why the numbers of clubs have reduced and to ask for parent volunteers to help with clubs.

The progress tracked from KS1 to KS2 is shown in the Raise online data. Nationally, children are expected to make 12 points of progress from KS1 – KS2. At All Saints Benhilton we, expect 14-16 points progress.

Year 6 writing assessments show that we are on track to reach our end of KS2 target ,

Concerns about the year 6 higher ability maths group are being investigated and advice sought from a borough Advisory Maths Teacher.-

Groups of pupils are receiving extra maths support – six maths lessons in five days and maths homework twice a week, targeting high ability children.

The governors thanked staff for all their hard work.

To date, progress in the EYFS is good. There is still a focus on the development of physical skills to ensure progress in this area is in line with all other areas of the curriculum. A daily fine motor programme (Motor Club) has been introduced this academic year and has already had an impact on progress.

The report on the Annual Conversation with the School Improvement

	<p>Partner was distributed prior to the meeting. Governors had questioned the change in the School's Judgement on achievement which is now 2/3 in light of the end of KS2 results in 2014 and had attended a meeting (27.11.14) with the Headteacher in which Governors were advised of measures put in place to improve progress in this current year and of the school's ASIP action plan.</p> <p>Governors noted that the updated SEF also reflects the change in the school's judgement regarding Achievement (2/3).</p> <p>The final review of the School Improvement Plan 2014/15 showed that, with the exception of KS2 attainment targets, all areas were either achieved or would be shortly. Review notes showed the actions taken to achieve end of KS2 targets in 2015.</p>	
9.	<p>REVIEW OF POLICIES Whistleblowing Policy already covered under the Finance Committee minutes. Library Policy has been covered under the Curriculum Committee minutes.</p>	
10.	<p>SCHOOL SELF EVALUATION This item has already been covered under the Headteacher's Report.</p> <ul style="list-style-type: none"> Governors noted the change in school judgement for Attainment from 2 to 2/3 as discussed at the meeting of 27.11.14. 	
11.	<p>SCHOOL PRIORITIES AND THE SCHOOL DEVELOPMENT PLAN (SDP) This item has already been covered under the Headteacher's Report. The main priorities at present are</p> <ul style="list-style-type: none"> Improvement of progress across the school. The subsidence of the south facing playground. 	
12.	<p>OFSTED FRAMEWORK A: new Ofsted Guidance was noted by Governors B: This item has been covered under the Faith Group minutes.</p>	
13.	<p>SCHOOL WEBSITE REGULATIONS Governors were asked to look at the school website and to bring any comments back to the next meeting. Jenny Webb is responsible for the school website and will be asked to regularly check the site to make sure that it continues to meet the legal requirements, along with the Head. Governors will be presented with a report at the next meeting.</p>	Head and Jenny Webb
14.	<p>DISQUALIFICATION BY ASSOCIATION Newsletter item – NOTED.</p>	

	All staff and volunteers have completed and signed a form to declare that they have no reason to be disqualified by association.	
15.	GOVERNOR CODE OF CONDUCT It was agreed to move this item to the next Chairs of Committees meeting.	
16.	SCHOOL VISITS There is a 'Governor Day' on Wednesday 24 th April and all governors have been invited to attend. The head set up a schedule for governors to sign up for a slot to view/and or take part in a lesson .Can all governors please sign up? If you cannot visit your own subject then please sign up to visit another lesson.	
17.	GOVERNOR TRAINING Nothing to report at this meeting. Mr Williams is to attend the New Governor training. The NGA newsletter has been distributed to all governors. The meeting was asked if the school was going to work towards renewing the Bishops Certificate. The dates are not yet available, but will start in September 2015. The Diocese is aware that the School wishes to take part. More information to follow.	PH
18.	SCHOOLS FORUM - UPDATE NOTED	
19.	FORUM OF SUTTON GOVERNORS Newsletter item and Information Sheet – NOTED.	
20.	CORRESPONDENCE TO THE CHAIR AND CHAIR'S ACTION The Chair had given permission for the Year 4 Field Trip to Juniper Hall to be booked. The Chair advised the meeting that he had received thank you letters from two members of staff who had recently left the school, thanking the governing body for their gifts. The school has received a lovely letter from a KS1 parent, which was very positive about the school – very encouraging.	
21.	INFORMATION SHEET Distributed and NOTED.	
22.	CONFIDENTIAL MATTERS It was agreed to keep the minutes of the Personnel, Curriculum, Finance, Headteacher and Chairs of Committees reports as confidential.	
23.	ANY OTHER BUSINESS	

	<ol style="list-style-type: none"> 1. The governors agreed to provide lunch for the In service day on Monday 13th April 2015 as a thank you to the staff. 2. The declaration form for disqualification by association has been sent out to all staff and volunteers and it was agreed that the form will go out to all governors as well. 3. 	
<p>24.</p>	<p>DATE OF NEXT MEETING</p> <p>The next full governing body meeting is on Monday 15th June 2015 at 7pm. Please note the new start time. There will be a short Maths presentation before the main governing body meeting.</p>	

The meeting closed with the words of the Grace

Closing Time of Meeting: 10.30PM

Chair's Signature Date