

APPROVED MINUTES – SPRING 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, 4th March 2013 at 7.30 p.m.

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| 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.

01/13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Langley, Mr Hayward and Mrs Fortune.

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 Langley, Mr Hayward and Mrs Fortune. JS

02/13 CONSTITUTION AND APPOINTMENTS

a) The governors were informed of the following changes in the membership of the Governing Body, including notice of forthcoming vacancies:

The Chair warmly welcomed Mrs Hughes who was formally elected as a Foundation Governor on 24th October 2012.

It was noted that the terms of office of five Governors were due to end this year. The Chair was pleased to note that the Governors concerned would be pleased to put themselves forward for re-election to the Governing Body.

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

Governors were advised that Paula Grady and Kay Butler had taken over the role of Admissions Clerk from Mrs Alexander.

RESOLUTION: The membership of all committees, working groups and other posts were reviewed and recorded. (Appendix B) JS

03/13 MINUTES OF LAST MEETING

RESOLUTION: the minutes of the meeting held on Monday, 15th October 2012 were confirmed and signed. JS

04/13 MATTERS ARISING FROM THE MINUTES

ITEM 2/12 h): Following the London Borough of Sutton Internal Audit in November 2012, and as per Finance Committee minutes 29th January 2013; to add Mrs Stanley-Bristow to the authorised signatories for the academic year for the School Fund Account.

ITEM 2/12 i): To remove Mrs Collingwood and add Mrs Northfield as certifying officers for the General School Budget (petty cash vouchers; official orders; salary claims; invoices; contracts; bank imprest account).

ITEM 2/12 j): To add Mrs Stanley-Bristow as a signatory for the cheque book.

ITEM 5 d): The Chair thanked all of the Governors who had attended the very informative meeting with Mr Powell (SDBE).

ITEM 6/12 b): The school is awaiting the completion of the audit of the School Fund 2011/2012.

05/13 MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES

a) Admissions Committee

The Chair reported that the formal minutes of the meeting of the Admissions Committee will be presented to Governors at the Summer Governing Body meeting. The Admissions Committee met on 22nd October 2012 and on 4th & 7th February 2013 where the places in the nursery and in reception were allocated. Governors asked about the number of open place applications for reception 2013 and their distance from the school. The Chair responded that two thirds of the applications were for open places and that the places filled were taken by applicants who lived in close proximity to the school, the first 18 within 350 metres.

The Admissions Policy was recommended to Governors for their approval. The calendar dates had been amended but the remainder of the policy was unaltered and would, therefore, not be required to go for consultation. The amended Terms of Reference of the Admissions Committee were, also, presented to Governors for their approval. After a brief discussion, the Terms of Reference of the Admissions Committee and the Admissions policy were approved.

RESOLUTION: To ratify the Admissions Policy and the Terms of Reference of the Admissions Committee.**b) Curriculum Committee**

The Curriculum Committee minutes were recommended to Governors.

An in-depth discussion took place about pupil progress and achievement in relation to the School and Local Authority Conversation which is noted in detail at Item 8.

The Headteacher reported that an analysis of the impact of the recently purchased Cornerstone Curriculum would be presented to Governors in the summer and, again, after a full year in place. It was noted that the school was moving from summative assessment to formative assessment.

The Art Policy was presented to Governors and approved; it was noted that the Display Policy required further amendment before ratification.

The Headteacher extended a warm welcome to Governors to visit the school on 26th April 2013; to view the school in progress, to visit their subject areas and participate in meeting with the School Council among other activities. Governors were cognizant of the disruption this may cause but the Headteacher reported that she had discussed it with the staff who were more than happy with the proposal. Governors welcomed this opportunity and agreed to attend as circumstances permitted

The amended Terms of Reference of the Curriculum Committee were discussed and approved by Governors.

RESOLUTION: To ratify the Art Policy and the Terms of Reference of the Curriculum Committee**c) Finance Committee**

The minutes of the Finance Committee were recommended to Governors. Governors were pleased to note that the Gazebo project had been successfully completed. The Chair of the Finance Committee reported that an audit had taken place in the autumn term and it was found that sound financial management systems were in place at the school. The two specific points raised in the report, the required completion of the SFVS, is in hand, and the preference for four staff members as signatories; has been actioned by Governors at Item 04/13.

Governors were pleased to note that the expected deficit in the budget for the current year had been reduced by careful financial planning. An investigation into the current time limits for spending capital funding was in progress and Governors were assured that monies would be utilised within the appropriate timeline. It was hoped that the majority of parental contributions in future would be made by standing order but Governors understood that in certain circumstances this may not be possible. After the termination of the cleaning contract, the school has

decided to employ 3 cleaners under the supervision of the Site Manager, whose grade will be amended appropriately to encompass the supervision of staff. The school has consulted HR about the pitfalls involved and were optimistic that the service would be successful and cost effective.

The Letting of Contracts - Tendering Policy, Charging and Debt Policy and amended Terms of Reference for the Finance Committee were presented to Governors and approved.

The Bursar was thanked by Governors for her outstanding work on all aspects of the financial management of the school.

RESOLUTION: To ratify the Letting of Contracts - Tendering Policy, Charging and Debt Policy and amended Terms of Reference for the Finance Committee

d) Premises Committee

The minutes of the Premises Committee were recommended to Governors. Governors were pleased to note that there had been no objections from residents regarding the expansion building work and that the build was going well within the set timeline. It was expected that two classrooms would be handed over to the school on 19th August 2013 and the remainder in September.

There were some concerns on work required around the school but any work necessary would be actioned after the completion of the expansion programme.

The Security and Letting Policy and the amended Terms of Reference of the Premises Committee were presented to Governors and approved.

RESOLUTION: To ratify the Security and Letting Policy and the amended Terms of Reference of the Premises Committee

e) Personnel Committee

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

f) Faith Group

The minutes of the Faith Group were recommended to Governors. It was noted that the R.E. Inspectors indicators differed from those of Ofsted and that they would be reflected in the SEF in the future.

RESOLUTION: Noted

- b) To receive the following report from the Child Protection Governor on safeguarding practice within the school:

The Safeguarding report is included within the Headteacher's report.

c) To receive a report from the Chair of Governors confirming that the Headteacher's Performance Management has taken place; giving the date it took place and the name of the external adviser who assisted the Governing Body.

This is included within Item 05/13 e.

06/13 REPORT OF THE HEADTEACHER

[a)] The Headteacher presented her report to Governors and asked for questions.

Governors asked about the termination of the contract of a supply teacher and the Headteacher stated that the appointment to cover maternity leave had not been successful. The appropriate procedures had been followed and an arrangement to cover the required hours by extending the hours of Mrs Spring had proved beneficial for the pupils in the Nursery.

It was noted that educational visits would increase due to the Cornerstone approach to the delivery of the curriculum. Free visits would be utilised at every opportunity to keep costs down.

The SEN report was recommended to Governors. There was concern about one pupil where the Local Authority was contesting the child's need for a statement. The school awaited the outcome of these proceedings.

Governors asked about the child who had had three accidents since starting school. The Headteacher responded by saying that they had spoken to the Local Authority Health and Safety representative about this but it was believed that the accidents were normal, nevertheless, the school would continue to closely monitor this. It was noted that behaviour in the playground was very good and that the older children organising games was a contributory factor in this.

On attendance, one family had taken unauthorised absence for their children for a month which the school considered unacceptable and Governors were pleased to note that concern had been raised with the relevant authorities

The Headteacher was pleased to report that as part of the monitoring of Teaching and Learning her judgements had been moderated and validated by a representative from the Diocese. The Headteacher felt it was important that this moderation took place. The Governors discussed the importance of moderation and agreed that it was vital that this was completed within appropriate timescales.

The decision on Term dates and planned closures were deferred to the summer Governing Body meeting.

The school visits, Year 5 to Sayers Croft in Surrey 14th to 16th October 2013 and Year 6 to Urban Saints on the Isle of Wight 2nd to 6th June 2014 were discussed and approved.

The Headteacher had previously asked for comments on the SEF and SIAS and thanked Governors for their valuable feedback. A requested glossary of educational terms and Ofsted descriptors were presented to Governors for their information. Comments on statistical formatting and the addition of ethnicity and gender would be actioned as sections were reviewed. The importance of the impact of the SIP was underlined by Governors. The Headteacher thanked Governors for their challenge.

Finally, the Headteacher was pleased to inform Governors that 9 pupils had been offered places at Grammar Schools within the Local Authority.

RESOLUTION: To receive the Headteacher's report (Appendix C) and to approve the school visits: Year 5 to Sayers Croft in Surrey 14th to 16th October 2013 and Year 6 to Urban Saints on the Isle of Wight 2nd to 6th June 2014 . JS

[c)] The School Fund Account is awaiting audit completion.

RESOLUTION: Noted JS

07/13 TRAINING FOR SCHOOL GOVERNORS

a) i & ii) The Training Representative gave a verbal report to Governors. Governors' attention was directed to the online training that was available, particularly, the training on RAISEonline. It was agreed that the training information needed to be updated and Mrs Hughes would assist the Training Representative in this.

RESOLUTION: Noted JS

[iii)] Governors were informed that Leadership Development training is available for Chairs of Governors.

RESOLUTION: Noted JS

iv) Governors gave feedback on training courses they had attended since the last termly meeting and were asked to feedback on any courses they would like to see put in the training programme for 2013/2014.

RESOLUTION: Noted JS

08/13 ANNUAL CONVERSATION WITH THE LINK INSPECTOR

This year each primary school (including the two Academies) had a meeting with its Link Inspector in December 2012 or January 2013 which was styled as the "Annual Conversation". The content of the meeting was similar to that covered in the two Link Inspector meetings in previous years. The school presented its view of its current performance in terms of Ofsted criteria and the Link Inspector challenged that view, asking the school for its supporting evidence. The meeting covered attainment,

progress, teaching, safeguarding and behaviour, leadership and management and an overall view of the schools' effectiveness. The school and Link Inspector discussed the school's priorities for action, its capacity for addressing those priorities and whether any external support was necessary. The Link Inspector then provided a report to the school following the meeting. The LA view was that a representative of the Governing Body should be present at the "Annual Conversation" and that there should be a report to the full Governing Body about it.

As a result of the meeting between the school and Mrs Evans, the Link Inspector, the school was concerned that the judgement on pupil progress and on pupil achievement had been marked down to a 3. Mr Stewart, Executive Head of Education and Early Intervention had, also, visited the school and had come to the same conclusion on these judgements. The Headteacher stated that there would be a definite improvement this year as the cohort mix was completely different and that a lot of work was being putting in place to make a marked improvement in these areas. It was reported that the school had received a deferral letter from Ofsted which stated that their next inspection would not take place any earlier than summer 2014. This would give the school time to build upon its strategies for improvement.

The Headteacher stated that it was extremely important that teaching was consistently good or outstanding, and to further this intention, good and outstanding teaching will be addressed in an Inset day on raising attainment. Appraisals were considered a key part of this process, as were formal and informal monitoring.

Governors asked what the implications for the school were if it is downgraded against the Ofsted criteria. The Headteacher responded that it would engender more monitoring visits, staff morale would suffer and the school could lose status in the community.

Governors asked how they could support the staff and school, the Headteacher responded by stating that holding the senior leaders to account and questioning on concerns helped focus on the issues involved and inspired the appropriate action.

RESOLUTION: to receive a report from the Link Inspector and the Headteacher and Chairman of Governors to convene a meeting in the summer term of a small number of Governors and senior teachers to discuss and propose what further action may be required under the above headings.

09/13 SERVICE LEVEL AGREEMENTS (SLAs)

Governors were asked to consider purchasing a range of services from the Local Authority for 2013/14.

RESOLUTION: The purchase Local Authority services would be considered at

next meeting of the Finance Committee.

10/13 ASSOCIATION OF SUTTON GOVERNORS

The Governing Body does not have an ASG representative.

RESOLUTION: Noted. **JS**

11/13 FUTURE MEETINGS OF THE GOVERNING BODY

a) Date of Next Meeting

RESOLUTION: To hold the Summer and Autumn term ordinary meetings on

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:-

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| Finance Committee: | 30th April 2013 at 4.30 p.m. 4th June 2013 at 4.30 p.m. 24th September 2013 at 4.30 p.m. |
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| Personnel Committee: | 16st May 2013 at 4.15 p.m. 26th September 2013 at 4.15 p.m. |
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| Premises Committee: | 15th May 2013 at 3.30 p.m. 18th September 2013 at 3.30 p.m. |
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| Curriculum Committee | 23rd May 2013 at 4.15 p.m. 3rd October 2013 at 4.15 p.m. | JS |
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12/13 CONFIRMATION OF CHAIR'S ACTION

None.

RESOLUTION: noted **JS**

13/13 ANY OTHER BUSINESS

Governors noted the information given in the information sheet attached to the agenda for the meeting (Appendix D/D1).

RESOLUTION: Noted **JS**

14/13 CONFIDENTIALITY

RESOLUTION: To regard minute 05/13 e) as confidential.

JS

The meeting closed with prayers at 10.10 p.m.

CHAIR DATE

HIGHLY CONFIDENTIAL**ALL SAINTS BENHILTON C OF E PRIMARY SCHOOL****Meeting of the Governing Body****Monday, 4th March 2013****05/13****g) Personnel Committee**

The minutes of the Personnel Committee were recommended to Governors.

The Chair informed Governors that the Headteacher's Appraisal had been completed and that the external advisor had been John Dewhurst. It was further reported that Appraisal documents had been reviewed and clarification had been added. There was now a clear system of appraisal with documentation and Governors minutes in place to evidence the process. Governors asked if appraisals focussed on the areas which needed consistency and improvement as delineated in the Conversation document. The Headteacher responded that this was a key element in the process. Governors were pleased to note that the performance indicators for the Upper Pay Scales teachers had been achieved and that pay scales points were appropriate.

The Headteacher reported that there had been some difficult staffing issues but these had been resolved and things were settling down.

The Terms of Reference of the Personnel Committee were discussed and approved by Governors.

RESOLUTION: To ratify the Terms of Reference of the Personnel Committee.