

TOLL BAR PRIMARY SCHOOL GOVERNING BODY

Minutes of the Toll Bar Primary School Governing Body's Meeting held at the school on Tuesday 1 July 2014, commencing at 5.00 pm.

PRESENT: J Robinson (Chair), S Bower, A Draper, C Hodson-Walker,
J Northwood, P Sutton, Y Whaley, A Wilburn and K Wroe.

CLERK: S Millward

1 TO AGREE A FINISHING TIME FOR THE MEETING

RESOLVED (1)

That the finishing time for the meeting be agreed as 6.30 pm.

2 APOLOGIES

The Governing Body considered a report concerning the submission and acceptance of apologies for absence from any of the Governing Body's meetings and the disqualification from membership of the Governing Body due to non-attendance.

RESOLVED (2)

- a) That the report be received and noted.
- b) That the following apologies for absence from the meeting be formally accepted: J Evans, N Seagar, D Smith, T Smyth and A Newton.

3 DECLARATIONS OF PERSONAL OR BUSINESS INTERESTS

There were no declarations of personal or business interests in respect of any item on the agenda or raised at the meeting.

4 URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR

It was reported that no urgent action had been taken since the last Governing Body meeting.

5 MINUTES

RESOLVED (3)

That the Minutes of the meetings held on 18 March and 10 (2 sets) April 2014 be agreed and signed as correct records.

6 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

SECTION ONE – LEADERSHIP AND MANAGEMENT OF THE SCHOOL

7 HEADTEACHER'S REPORT

The Headteacher addressed her written report which had been circulated at the meeting that covered the following items:

Number of pupils on role
Staffing
Friends of Toll Bar Primary School
Family Breakfast Club
SEN
Bullying/Racist Incident
Policies (Teaching and learning, e-Safety and Equality and Diversity Statement)
Safeguarding
LAC
Pupil Premium
Out of School Activities
Adult learning in School
INSET/CPD
Students
Wider opportunities programme
School Council
Local Leader in Education and Specialist Leader in Education Partners in Learning Teaching School Alliance
Governors visiting week
Centenary
School playground
Letter from Eleanor Brazil following recent OfSTED Inspection
Attendance

Governors were asked to consider a request from Miss Shelton to reduce her working week to four days.

Governors confirmed they would prefer to receive the Headteacher's report and budget reports seven days prior to the Governing Body meeting.

Governors were asked to note the 'question boxes' on the Headteacher's report which could be completed prior to the meeting to prompt discussion or comments, clarify information provided etc.

RESOLVED (4)

- a) That the Headteacher's report be received with thanks.
- b) That Governors agree Miss Shelton can reduce her working week to 4 days with effect from September 2014.
- c) That the Headteacher circulate the Headteacher's Report seven days prior to the Governing Body meeting.

- d) That the circulation of budget reports seven days before Governing Body meetings be further considered next academic year.
- e) That Governors note the question boxes on the new format of the Headteacher's Report.
- f) That the Chair be asked to consider and endorse the policies provided by the Headteacher on behalf of the Governing Body.

8 DELEGATED SCHOOL BUDGET 2014/2015 FINANCIAL YEAR

The Governing Body was asked to give approval to the first formal budget plan of the financial year, including the school balances, which had been recommended to the Local Authority.

RESOLVED (5)

That the provisional budget plan for the financial year 2014/2015 be endorsed.

9 MONITORING THE SCHOOL BUDGET

Governors considered a budget monitoring report for the financial year 2013/2014 and the Headteacher provided an update on the school's budget position.

RESOLVED (6)

- a) That the budget monitoring report for the financial year 2013/2014 be received and noted.
- b) That it be noted that the school is on target to meet its budget plan.

10 MEDIUM-TERM FINANCIAL PLAN

This item had been deferred from the Spring term meeting.

Governors considered the written report which was circulated at the meeting.

RESOLVED (7)

That Governors note the Medium-Term Financial Plan.

11 NATIONAL CURRICULUM AND ASSESSMENT FROM SEPTEMBER 2014

The Governing Body was informed that the new national curriculum would be taught in all maintained primary and secondary schools from September 2014.

Governors were advised that pupils entering Years 2 and 6 in September 2014 would continue to be taught the current programmes of study for primary English, maths and science in the 2014 to 2015 academic year, to allow for statutory end-of-key-stage assessments in summer 2015.

The Headteacher updated Governors on the preparations for implementation of the National Curriculum and referred to a document held in school to which all teachers had linked the new curriculum to their topics and planned work for September 2014.

The Chair asked for information on how the progress would be tracked and the Headteacher explained this would be done in accordance with the school's Tracking and Assessment Tool (Sheffield).

RESOLVED (8)

That the report be received and noted.

12 THE LOCAL OFFER

The Local Offer was a requirement placed on Local Authorities within The Children and Families Bill to publish and review information about services available for children and young people with special educational needs and disabilities (SEND) aged 0 to 25 years.

Governors were informed that this Local Offer was implemented to improve choice and transparency for families.

The Governing Body was advised that the school website included a description of the special educational needs provision that supports children and young people with SEND for parents and carers. Details of the information which had been provided on the website were included within the agenda.

RESOLVED (9)

- a) That the report be received and noted.
- b) That the requirement to publish details of the Local Offer on the school website by 1 September 2014 be noted and had been achieved.

13 PERFORMANCE MANAGEMENT OF HEADTEACHERS – APPOINTMENT OF GOVERNOR REVIEWERS

The Governing Body was reminded that revised appraisal arrangements for teachers and Headteachers came into force on 1 September 2012.

Appraisal Policy

The Governing Body was asked to ensure that a written appraisal policy for teachers and a policy covering all staff which deals with lack of capability were in place and that these were reviewed regularly.

External Adviser

The Governing Body was advised that it must appoint an external adviser for the purposes of providing advice and support in relation to the appraisal of the Headteacher and notify the Local Authority of this appointment.

Appointment of Governor Reviewers

Governors were also advised that the Governing Body must appraise the performance of the Headteacher in respect of each appraisal period and were asked to consider delegating this to a group of Governors to perform the duties of the reviewer on behalf of the Governing Body.

RESOLVED (10)

- a) That the report be received and noted.
- b) That it be confirmed that an Appraisal Policy was in place and that was regularly reviewed.
- c) That J Robinson, A Wilburn and P Sutton be appointed to act as reviewers for the Headteacher's performance management.

14 CHILDREN IN CARE

Governors were informed that one of the duties which the Governing Body needed to fulfil in order to meet the collective responsibility for Children in Care under section 20 of the 2008 Act and the Regulations related to training.

The Governing Body was asked to ensure that the Designated Teacher was able to attend training to support them to work effectively to support the child in the context of wider school planning.

The agenda detailed training that was available during the Summer term.

RESOLVED (11)

That the Governing Body ensure that the designated teacher attends training appropriate to their needs.

15 SCHOOL COMPLIMENTS, COMMENTS AND COMPLAINTS

Governors were advised a complaint had been submitted regarding the new artwork on the school wall.

The Chair and Headteacher advised they had attended a meeting with the complainants and had now addressed their concerns.

RESOLVED (12)

That the report be received and noted.

16 STATUTORY POLICIES

The agenda provided Governors with a link to a DfE website outlining the policies and other documents Governing Bodies were required to have in place.

RESOLVED (13)

That the information be received and noted.

SECTION TWO - ACHIEVEMENT OF PUPILS AT THE SCHOOL

17 ANALYSIS OF TRACKING DATA

S Bower addressed a written report (circulated to Governors at the meeting) relating to the indications from the tracking of pupil progress and the impact of intervention strategies. Clear predictions for the expected outcomes for the end of Key Stage examinations were provided, and these were compared to previous cohorts and school targets. An appropriate analysis and discussion related to the performance of identified groups took place.

Governors asked questions regarding reasons for variations in results and for detail on the interventions and strategies which would be implemented to raise future attainment.

RESOLVED (14)

That the report be received and noted.

SECTION THREE – BEHAVIOUR AND SAFETY OF PUPILS AT THE SCHOOL

18 HEALTH AND SAFETY

A Draper (Site Supervisor) advised Governors that water tests had recently been carried out which included Legionnaires Disease tests, hot and cold water tests. Mechanical and electrical testing had also been carried out and areas of concern had been addressed.

P Sutton asked if the new fencing was strong enough given there was no strengthening support halfway up the fence.

A Draper confirmed that all contractors used in school were approved by DMBC.

RESOLVED (15)

That the report be received and noted.

19 SAFEGUARDING CHILDREN – KEEPING CHILDREN SAFE IN EDUCATION

The Governing Body was informed that the Department for Education (DfE) had published updated statutory safeguarding guidance for Governing Bodies of both LA maintained schools and academies, which replaced 'Safeguarding Children and Safer Recruitment in Education' (December 2006).

The guidance detailed what schools and colleges must do to safeguard and promote the welfare of children and young people under the age of 18. It included information on safer recruitment, what staff should know and do,

different types of safeguarding issues, dealing with allegations against staff and recommendations for Governing Bodies to consider when determining how children could be taught about safeguarding as part of the curriculum.

A website link had been included within the agenda for further information.

RESOLVED (16)

- a) That the publication of the updated Keeping Children Safe in Education Guidance be received and noted.
- b) That school policies be reviewed in line with the guidance.

20 ATTENDANCE

RESOLVED (17)

That the report, which had been included in the Headteacher's Report, be received and noted.

SECTION FOUR – OTHER INFORMATION

21 INSTRUMENT OF GOVERNMENT

Governors were asked to note the new Instrument of Government which came into force on 1 April 2014.

RESOLVED (18)

That the new Instrument of Government be noted.

22 PROCEDURE FOR THE ELECTION OF THE CHAIR AND VICE-CHAIR

The procedure for the election of the Chair and Vice-Chair and the period of office, which was identified on the agenda, had previously been agreed.

The Governing Body was asked to review the current arrangements and determine whether to continue with the procedure previously determined or agree a new procedure and term of office.

The Governing Body was also asked to consider a Procedure for the Election of the Chair and Vice-Chair which had been included with the agenda.

RESOLVED (19)

- a) That the report be received and noted.
- b) That the terms of office for the Chair and Vice-Chair be one year effective from the Annual Meeting to be held during the Autumn term 2014.
- c) That for future Annual meetings the Chair and Vice-Chair shall be elected by the procedure of allowing Governors to self-nominate at the meeting.

- d) That candidates be requested to provide a verbal statement prior to a vote being taken.
- e) That the Procedure for the Election of the Chair and Vice-Chair circulated with the agenda be adopted.

23 GOVERNORS E-LEARNING (GEL) - ONLINE GOVERNOR TRAINING

The Governors' E-Learning (GEL) online training website had been made available to Governors of all schools and Academies whose Governing Body subscribe to the Local Authority's clerking service.

The Governors' Support Service had extended the contract for a further year to 31 March 2015 and there was no cost to either the school or Governors for this training as this formed part of the traded service buyback of the clerking service.

A link to the website was provided on the agenda.

RESOLVED (20)

That the report be received and the extension of the contract for the online training be noted.

24 SCHOOL GOVERNORS' FORUM MEETINGS

The Governing Body was asked to identify Governors to attend the Autumn term Governors' Forums, the dates for which were identified on the agenda.

It was noted that the Workshops provided at these Forums would be:

- External Review of Pupil Premium
- Children in Care – Raising Awareness of the Governing Body's Responsibility
- External Review of Governance

The Governing Body was also asked to identify any workshops which they would like to see at the Forums.

RESOLVED (21)

That A Wilburn, J Robinson, J Evans and J Northwood be invited to attend the School Governors' Forums to be held at the Mary Woollett Centre in the Autumn term.

25 DATES AND TIMES OF MEETINGS – ACADEMIC YEAR 2014/2015

Governors were asked to consider approving a schedule of meetings for the 2014/2015 academic year.


RESOLVED (22)

That Governing Body meetings for the 2014/2015 academic year be held as follows:

Autumn term 2014	Spring term 2015	Summer term 2015
25 November 2014	24 March 2015	30 June 2015

The Autumn term meeting was subsequently changed to 18 November 2014.

The meeting ended at 6.30 pm

Chair 
Date 18/11/14

