

Inspection Copy

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TOLL BAR PRIMARY SCHOOL GOVERNING BODY

Minutes of the Toll Bar Primary School Governing Body's Meeting held at the school on Tuesday 18 March 2014, commencing at 5.00 pm.

PRESENT: J Robinson (Chair), S Bower, A Draper, K Edwards, J Evans, J Northwood, D Smith, P Sutton, C Walker, Y Whaley and A Wilburn.

IN ATTENDANCE: A Newton, Associate Member - Office Manager

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 GOVERNING BODY MEMBERSHIP

a) Membership Changes

Governors were informed of the following changes to the Governing Body's membership:

i) Staff Governor Representative

Mr S Bower had been elected for the period 6 December 2013 until 6 December 2017.

ii) Local Authority Governor Representative

Mrs J Evans had been appointed for the period 6 January 2014 until 5 January 2018.

iii) Parent Governor Representative

Mr N Redgrift had been disqualified for non-attendance at Governing Body meetings.

iv) Community Governor Vacancy

The Chair advised Governors that J Jackson had verbally informed him that he was no longer living in Doncaster. His verbal resignation was noted by Governors.

The Chair asked for nominations for a replacement Vice-Chair following Mr Jackson's departure.

b) Community/Co-opted Governor Appointment Process

Governors were asked to consider the model procedure and application form for the appointment of Community/Co-opted Governors.

RESOLVED (2)

- a) That the changes in membership be noted.
- b) That J Evans be appointed as Vice-Chair to the Governing Body.
- c) That the Governing Body adopt the Community/Co-opted Governor Appointment Process.

3 RECONSTITUTION OF THE GOVERNING BODY

Due to the difficulty in recruiting a Parent Governor representative and the need to reduce the size of the Governing Body consideration was given to reconstituting the Governing Body. A report outlining the required categories of Governors and constraints that existed in respect of members of the school staff serving on the Governing Body which including the Headteacher could not exceed one third.

The Headteacher reported that J Jackson had resigned from the Governing Body and that Mrs N Seager may be moving out of the area in the near future.

RESOLVED (3)

- a) That it be agreed to reconstitute the Governing Body, with effect from 1 April 2014, with membership as follows:

Parent	- Four existing Parent Governors (K Edwards, T Smyth, K Wroe, and D Smith)
Local Authority	- A Wilburn
Staff	- A Draper as Staff Governor and J Northwood, Headteacher as 'ex-officio'
Co-opted	- Seven members (P Sutton, C Walker, J Robinson, S Bower, Y Whaley, J Evans, and N Seager
- b) That the Local Authority be asked to prepare a revised Instrument of Government to reflect the reconstitution.
- c) That it be noted that N Seager's term of office would end on 31 March 2014 in line with the reconstitution date of 1 April 2014.
- d) That P Sutton, C Walker, J Robinson, S Bower, Y Whaley, J Evans, and N Seager be appointed as Co-opted Governors for the period 1 April 2014 to 31 March 2018.

4 REVIEW OF COMMITTEE MEMBERSHIP AND GOVERNORS WITH SPECIFIC RESPONSIBILITIES

It had been agreed at the last meeting that further consideration be given to this item at the Spring term meeting.

RESOLVED (4)

That the Committee Membership be agreed as follows:

<u>Teaching and Learning</u> Performance, Standards Attainment Target setting Curriculum Primary Strategy Quality Assurance Special Educational Needs Pupil Welfare Educational Visits Policies	<u>Human Resources</u> Teaching Staff Support Staff Administrative Staff CPD Staff Welfare Equal Opportunities Performance Management Child Protection Pay and other policies
J Robinson(Chair) Headteacher Y Whaley P Sutton C Walker S Wilburn N Seagar A Newton S Bower (Deputy Headteacher - Observer, no voting rights) D Smith	J Robinson(Chair) Headteacher Y Whaley A Draper P Sutton C Walker S Wilburn T Smith N Seagar A Newton K Edwards
<u>Finance and Facilities</u> Budget Management Buildings Grounds Health and Safety Policies	<u>Partners</u> Parents/PTA Local Authority Local Church Police Transition School Council Local Business School Profile Extended Schools Policies/Prospectus
J Robinson(Chair) Headteacher Y Whaley C Davies A Draper A Newton P Sutton C Walker S Wilburn J Evans	J Robinson(Chair) Headteacher Y Whaley K Wroe A Newton P Sutton S Wilburn
<u>Staff Discipline</u> J Robinson (Chair) + 3 Governors nominated by the Chair	
<u>Staff Discipline and Pay Appeals</u> J Jackson (Vice-Chair)	

+ 3 Governors nominated by the Chair

Welfare and Pupil Discipline

J Robinson

Headteacher

A Draper

J Parks

C Walker

S Bower (Deputy Headteacher - Observer, no voting rights)

Headteacher's Performance Management Review

A Wilburn, J Robinson and P Sutton.

School Emergency Plan Working Party

Headteacher, Chair, A Newton and P Sutton.

Governors with specific responsibilities

Literacy

- C Walker

Numeracy

- D Smith

Looked After Children/Safeguarding Children

- N Seagar

SEAL and PHSE

- S Wilburn

SEN and Gifted and Talented (Inclusion)

- J Evans

Race Equality

- A Draper

ICT

- K Edwards

Attendance

- K Wroe

Young Carers

- K Wroe

5 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 (5)

- a) That the report be received and noted.
- b) That the following apologies for absence from the meeting be formally accepted: K Wroe and N Seagar.

6 DECLARATIONS OF PERSONAL OR BUSINESS INTERESTS

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

7 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.

8 MINUTES

RESOLVED (6)

That the Minutes of the meetings held on 19 (2 sets) November 2013 be agreed and signed as correct records.

9 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the Minutes.

SECTION ONE – LEADERSHIP AND MANAGEMENT OF THE SCHOOL

10 HEADTEACHER'S REPORT

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

- Staffing
- Newly Qualified Teacher (NQT)
- Friends of Toll Bar Primary School
- Breakfast Club
- Special Educational Needs (SEN)
- Mobility
- Safeguarding
- Looked After Children (LAC)
- Pupil Premium
- Out of School Activities
- Adult learning in school
- School visits
- INSET
- Wider Opportunities Programme
- Bullying/racist incidents
- School Council
- Partners in Learning Teaching School Alliance
- Staff achievements
- Arts Week
- School playground
- PE/Sports Premium
- OfSTED Readiness Group
- Centenary

- StEP visit
- OfSTED visit
- Tracking
- Teaching
- School cook
- Free School Meals

The Headteacher updated Governors on the work Miss Whaley had undertaken re-organising Foundation whilst covering the relevant duties.

The Headteacher advised Governors her termly report to the Doncaster Safeguarding Board was available from them to read and approve.

Governors discussed the impact across school of high 'mobility' and reviewed statistics on this matter.

Governors were advised by school staff how the Pupil Premium and Sports Premium money had been spent and the impact it had on the pupils.

Governors were encouraged to promote and get involved with the Centenary celebrations this Summer.

Following the recent OfSTED visit the Headteacher expressed her thanks to all staff, pupils and Governors for all their work which resulted in a very positive outcome.

Governors also expressed their thanks to all involved in the successful OfSTED visit. Information relating to the visit was available for Governors to read.

Governors discussed the practical implications of the 'Free School Meals for all Key Stage 1 children' initiative to be introduced by the Government.

RESOLVED (7)

- a) That the Headteacher's report be received with thanks.
- b) That school staff, pupils and Governors be thanked for all their hard work and contributions resulting in a successful OfSTED report.
- c) That the Governing Body express their gratitude to Miss Whaley for her work in Foundation.

11 STANDARDS AND EFFECTIVENESS PARTNER (StEPs) REPORT

It was reported that StEPs had been assigned to all community schools and those Academies that had requested one. The StEP's visit for the Autumn term had a clear focus on pupils' achievement and progress. This data provided a basis for a detailed discussion with senior management and Governors.

The Headteacher provided a report on the StEPs visit.

Governors were asked to consider whether to buy in the StEP's services for visits in the Spring and Summer terms 2014.

RESOLVED (8)

That the Headteacher's report on the StEPs visit be received and noted.

12 OFSTED

This item had been covered in the Headteacher's Report.

13 SCHOOL COMPLIMENTS, COMMENTS AND COMPLAINTS

Governors were advised that Jo Moxon (Assistant Director of Education, DMBC) had written to congratulate Alison Jones (School cook) on achieving being in the top three of the regional finals for 'School Cook of the Year'.

Y Whaley reminded Governors that a book for comments was available in the school office for Governors to complete after visits into school.

RESOLVED (9)

That the reports be received and noted.

14 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. Governors were also asked to consider the estimated 2013/2014 year-end balance and future plans to spend or recover the balance.

RESOLVED (10)

- 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.

15 MEDIUM-TERM FINANCIAL PLAN

Governors were advised that the school's medium term financial plan (four year budget projection) starting from the 2014/2015 financial year had not yet been finalised.

RESOLVED (11)

That this item be deferred to the next Governing Body meeting.

16 DELEGATED SCHOOL BUDGETS - 2014/2015

Governors were informed that it is a condition of the Fair Funding Scheme for Financing Schools that indicative spending plans are notified to the Authority by 1 May 2014 in order to enable the Authority to carry out its monitoring responsibilities.

It was recommended that the budget review process should commence as soon as possible by identifying expenditure to deliver the School Improvement Plan, including costs to which the Governing Body will be committed in the 2014/2015 financial year, and by considering those areas where changes could be made should the budget position require it.

Attention was also drawn to the Scheme for Financing Schools' requirement that when Governing Bodies submit their budget plans to the Local Authority they should also set out what steps they will be taking during the financial year to reflect the principles of best value, which should be in the form of a best value statement.

Governors were asked to note that the calculation of the Council's overall budget may mean that budget shares would not be available until 28 February 2014.

Doncaster's Scheme for Financing Schools requires the first formal budget plan of each financial year to be approved by the Governing Body, or by a Governing Body Committee.

Governors were reminded that support and advice was available from the Local Authority's Financial Management Team.

RESOLVED (12)

That a Finance and Facilities Committee meeting be held at the school on 1 April 2014 to determine the provisional budget for the financial year 2014/2015, for submission to the Local Authority.

17 THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

Governors were reminded of their responsibility to produce a return for the Schools Financial Value Standard (SFVS) which should be submitted to Internal Audit by the 31 March 2014.

The form had been changed this year to ensure an action plan was generated from the responses to the questions. This action plan should be updated and discussed at Governing Body or Committee meetings to monitor the implementation progress of actions. Any discussions regarding the SFVS at Governing Body or Committee meetings should be included in the minutes. This action plan was required to be submitted to Internal Audit along with the SFVS form.

Contact information was provided on the agenda for Governors requiring assistance or clarification.

An update on the progress to date was provided at the meeting.

RESOLVED (13)

That the report be received and noted.

18 THE FINANCE POLICY

Governors were informed that in accordance with the Doncaster Schools Financial Regulations the school Finance Policy should be reviewed annually by the Committee with financial responsibilities during the Autumn term and approved by the Governing Body at the Spring term meeting.

Governors were informed that in accordance with the Doncaster Schools Financial Regulations schools should review and approve annually the school Finance Policy. The school must ensure that the responsibilities of the Governing Body, Finance Committee, Headteacher/Leadership Team and Administrative/Finance Officer were aligned with those agreed at the Governing Body's Annual meeting.

RESOLVED (14)

That the Finance Policy be approved by the Chair.

19 AUDITING OF VOLUNTARY AND PRIVATE FUNDS

Governors were reminded that Doncaster's Scheme for Financing Schools require schools to provide the Local Authority with annual audit certificates in respect of voluntary and private funds they hold and the accounts of any trading organisation they control.

Further information could be found in the Schools Financial Regulations (section 16) with points covering the appointment of a treasurer to oversee the funds, appointment of an auditor who is independent of the operation of the funds, reporting on the balance of the fund to the Governing Body or Finance Committee and the carrying out of an annual audit. The audited accounts and the auditor's certificate were required to be reported to the Governing Body as soon as possible after the financial year and an audit certificate signed by the Auditor and Headteacher must be sent to Services Financial Management within five months of the fund's financial year-end.

RESOLVED (15)

That the requirement to ensure that the annual audit of school's voluntary and private funds is undertaken by an appropriately qualified auditor, and that the annual audit certificates are provided to the Local Authority at the appropriate time, be noted.

20 PUPIL PREMIUM

This item had been covered in the Headteacher's Report.

21 SPORTS PREMIUM

This item had been covered in the Headteacher's Report.

22 PARTNERS IN LEARNING

This item had been covered in the Headteacher's Report.

23 CHILDREN IN CARE

This item had been covered in the Headteacher's Report.

24 RECRUITMENT AND SELECTION

The Governing Body was reminded that it is required to have robust recruitment and selection procedures in place that ensure transparency and accountability and a fair and objective recruitment process.

Guidance would be made available to schools and Academies to reinforce the need to comply with the required legislation and good employment practice. The school's processes should ensure that:

- The School Staffing (England) Regulations 2009, School Staffing (England) (Amendment) Regulations 2012 and any LA guidance were adhered to.
- All decisions made regarding recruitment should be fully documented.
- Where the Governing Body decides to recruit a teacher to a post that is to be filled for a period of more than 4 months, it must send a specification of the post to the Local Authority (Regulations 16(2) and 28 The School Staffing (England) Regulations 2009.)
- In the interest of fair and open recruitment, consideration should be given to advertising the post and how best to bring it to the attention of persons qualified to fill it, including making use of any the local authority's advertising publications.
- Whilst recruitment decisions can be delegated to one individual – typically the Headteacher – it is advised that where possible decisions should not be made by one individual.
- The best individual for the post is appointed.
- If anyone involved in the recruitment and selection process has a relationship which may affect their ability to be impartial, this must be declared to the rest of the panel and a decision will be made and documented as to whether or not it is appropriate to continue participation in the recruitment and selection process.

Governors were recommended to seek advice from the school's HR advisor prior to any recruitment exercise to ensure that their recruitment processes achieve the above. Poor recruitment practices could result in complaints of unlawful discrimination

RESOLVED (16)

That the report be received and noted.

SECTION TWO – ACHIEVEMENT OF PUPILS AT THE SCHOOL

25 RAISEONLINE - A SINGLE SOURCE OF SCHOOL DATA AND ANALYSIS (Reporting and Analysis for Improvement through School Self-Evaluation)

Governors considered a report relating to RAISEonline, providing a clear indication of the attainment, progress and value added measures (including percentile ranking information) linked to school performance.

The report allowed schools/academies to evaluate their performance over time compared to national outcomes, as well as 'drilling down' into the performance of key groups providing Governors with essential information which would be used by OfSTED and HMI to influence judgements on outcomes.

The impact of key actions was linked to the information presented, while priorities for the current academic year were also highlighted.

RESOLVED (17)

That the report be received and noted.

SECTION THREE – QUALITY OF TEACHING IN THE SCHOOL

26 QUALITY OF TEACHING

This item had been covered in the Headteacher's Report.

SECTION FOUR – BEHAVIOUR AND SAFETY OF PUPILS AT THE SCHOOL

27 SCHOOLS AND LEARNING PROVIDERS - ANNUAL SAFEGUARDING REPORT

Governors were informed that there is a duty on Local Authorities (LAs) and Governing Bodies of maintained schools to have arrangements in place to ensure that they are exercising their functions to safeguard and promote the welfare of children. The duty on LAs extends to ensuring that Governing Bodies are carrying out their duty.

To further assist the Governing Body to fulfil its responsibility, the Designated Person for Safeguarding was requested to prepare an annual Safeguarding Report for consideration annually at the Spring term meeting to cover the period 1 January 2013 to 31 December 2013.

The Designated Person for Safeguarding addressed the Annual Safeguarding Report.

The Governing Body was required to provide the Education Safeguarding Manager with a copy of the endorsed report by 15 March 2014, to assist the LA in meeting its responsibilities.

RESOLVED (18)

- a) That the report be received and the Governing Body's duty with regard to safeguarding and promoting the welfare of children be noted.
- b) That the Annual Safeguarding Report for the period 1 January 2013 to 31 December 2013 be received and endorsed and a copy be forwarded to the Education Safeguarding Manager by 15 March 2014.

28 ATTENDANCE

The Governing Body received a report on the school's attendance in respect of all pupils including identified groups (eg Free School Meals (FSM), Children Looked After (CLA) etc) in comparison with the national average and asked to identify any actions required in order to make improvements.

The Headteacher advised that the absence of children who struggled to secure a new school place and children reported as CME had a massive negative impact on attendance. It was the pupils who left and did not go on roll at a new school quickly rather than pupils who did not attend regularly which led to the lower attendance figures.

RESOLVED (19)

That the report be received and noted.

29 HEALTH AND SAFETY

Governors were advised that a Health and Safety Audit had been carried out with no issues to report.

RESOLVED (20)

That the updated be received and noted.

30 SOCIAL MEDIA GUIDANCE

Governors were advised that social media was a useful tool for communications representing an effective means to encourage participation, engagement and sharing. Every public body, including schools and academies need to consider its use as a positive resource. However, it was very easy for it to be misused or to be used as a tool to attack others particularly with the 'post now - think later' culture. There was also an increasingly blurred line between professional and personal relationships.

The Social Media Guidance provided information on how to safeguard professionals and schools/academies, as well as children and the school community. The Guidance had been made available to all schools and a website link was also provided on the agenda.

RESOLVED (21)

That the Social Media Guidance be received and noted.

SECTION FIVE – OTHER INFORMATION

31 GOVERNORS' SUPPORT SERVICE – CUSTOMER SERVICE EXCELLENCE AWARD

The Governing Body was informed that the Governors' Support Service was assessed during the Autumn term 2013 against the Customer Service Excellence Award accreditation. The Assessor confirmed that the Service complied with all of the elements assessed and her recommendation was that accreditation was continued.

It was reported that an online survey had been available during the Autumn term 2013 to give Governors the opportunity to provide their views on the service received. The findings were submitted as part of the Customer Service Excellence Award assessment and would be used to develop and improve the Service.

Thanks were extended to all those Governors who completed the survey and provided their views.

The Governors' Support Service requested any comments or recommendations for improvements to the Service be provided and a website link to the online survey, which continued to be available for completion, was provided on the agenda.

RESOLVED (22)

That it be noted that the Governors' Support Service had achieved the Customer Service Excellence Award.

32 SCHOOL GOVERNORS' FORUM MEETINGS

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

It was reported that the workshops to be provided at these Forums would be:

- Sports Premium
- New National Curriculum
- What Governors need to know about English as an Additional Language (EAL) pupils and Ethnic Minority pupils including Travellers?

RESOLVED (23)

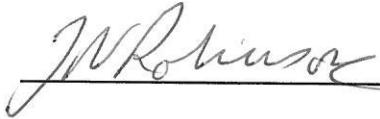
That A Wilburn, J Robinson, J Evans and J Northwood be invited to attend the School Governors' Forums in the Summer term.

33 DATE AND TIME OF NEXT MEETING

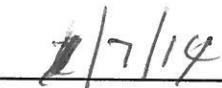
RESOLVED (24)

That it be noted that the Governing Body's next meeting would be held at the school on 1 July 2014, commencing at 5.00 pm.

Chair



Date



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17 April 2014