

GOVERNING BODY MINUTES SUMMER TERM 2016

A meeting of the Governing Body was held on Wednesday 8 June 2016 at 4.30 p.m. in the School.

**Present:** Stephen Shaw (Chair)  
Tina Henderson (Acting Headteacher)  
Phillip Walton  
Margaret Tait  
Marilyn Mander

**Also present:** Margaret Arksey (Clerk to Governors)

**PART 1 (CLASSIFIED NON-CONFIDENTIAL)**

Items discussed under Part 1 of this agenda will not be classified as confidential: consequently the minutes and supporting documents should be made available to any person wishing to inspect them.

**REGULAR ITEMS**

**Action by:**

**1. Apologies for Absence**

Apologies were received and consent given for the absences of John Bell and Alan Colby.

**2. Membership Update**

Governors noted the resignations of Angela Morrison and Claire Thorpe and recorded thanks for their service to the school.

Governors agreed that a Parent Governor election should be held and the Head/Chair agreed to manage this.

Margaret Tait was elected Vice-Chair until the end of the term.

**TH/SS**

**3. Annual Declaration of personal or pecuniary interests of Governors and Staff**

The register of governor and staff interests was circulated for completion by the Governing Body. The register would be updated by staff and retained in school for audit purposes. Governor details would be published on the school website.

Governors noted that details of Governor attendance at full and committee meetings was also required to be published.

**Head**

**4. Declaration of personal or pecuniary interest in any agenda item**

Governors declared that they had no pecuniary interest in any item on the agenda.

**5. Consider & Adopt Minutes of Governing Body Meetings**

Minutes of the meeting held on 2 March 2016, having been circulated to the Governors, were adopted and signed as a true record

## 6. Review Action Grid – delegated tasks

The following actions that had been delegated to individuals, groups or committees at previous meetings were reviewed and updates received as follows:

- Stephen Shaw was now Co-opted Governor
- Membership Update had been provided
- Policy Group terms of reference to be updated
- Policy Group had been sent policies requiring update
- Parents had been informed of closure of Breakfast Club
- SEF and SIP reports had been sent to Governors

All other such actions were reported on under the relevant agenda item.

## 7. Other Matters Arising

The Governors discussed the following items:

- Following correspondence with Parents, only 2 had indicated that they would use the facility. This was not viable going forward. Governors agreed that the Acting Headteacher should send out a further newsletter and ask for any new starters for September. It was agreed this would be further discussed at the next Finance Committee.
- Governors were informed that the school bought into IT support from the Local Authority at an hourly rate.
- Staffing Structure Review was complete.

Finance  
Committee

## 8. Receive Minutes of Committee Meetings

Governors noted there were none to receive.

The Chair took this opportunity to formally thank the Acting Headteacher for the successful Good Ofsted outcome.

Publicity was discussed and the Chair agreed to source a banner for the front of the school.

SS

## SCHOOL ACCOUNTABILITY ITEMS

### 9. Head Teacher's Report

Governors considered the report from the Head Teacher that had been circulated prior to the meeting.

#### Items under discussion:

- New measures in place to monitor progress were working well.
- Governors noted that Reception and Year 1 Data was on track despite the class having had 14 supply teachers in the year. Outcomes were still being focused on.
- 12% and 50% related to one child and problems with small cohorts noted.
- Year 3 was also being focused on due to staffing fluctuations.
- English and Maths would be taught by Tina Henderson four



mornings from 1 September 2016.

- Rising Stars online tool being developed in school and in the Partnership.
- Bar and Expectation was an issue as it was very developmental. This would be discussed within the Partnership.
- Moderation had taken place.
- KS1 tests noted as harder and bar had been raised nationally. Changes in curriculum had an impact in school.

**Q: Were there any other factors to note?**

**A: No, other than fluctuations in teaching. Acting Headteacher was confident that the results in school were accurate.**

- Curriculum was benefitting from the £5,000 school to school funding via the Partnership Coordinator, Julie Deville. Literacy curriculum was being developed in the Partnership (West Woodburn; Bellingham; Greenhaugh; Wark and Otterburn).
- Acting Headteacher had been to visit Eldon Grove Academy.
- Attendance was good.
- There were no Pupil Premium pupils in school
- Good home/community links and events
- Governors noted that there were still issues with supply teaching due to appointment processes. The Acting Headteacher was investigating this further.
- Governors were pleased to note the new appointment of a Teacher in September. She was teaching in Malvins Close Primary School, Blyth.
- Governors considered and agreed to use the HLTA in the classroom until the end of the Summer Term to provide continuity and stability. This would be backfilled with a supply TA.

**Q: Could an HLTA cover a class?**

**A: Yes under the supervision of a Teacher**

- Acting Headteacher Performance Management to take place on 20 June 2016.
- Staffing Committee to meet to discuss further administrative hours in school.
- New Executive Headteacher to visit the school and days of work would hopefully be arranged from 1 September 2016.
- Accessibility Plan to be completed by the Assistant Headteacher and Chair.
- Residential Trip had been excellent and the same venue was planned for 2017.
- The issue of more volunteers to assist with swimming was discussed. The Acting Headteacher agreed to take this forward.
- PTA excellent support to the school. The Chair agreed to write to thank them for their support.
- Outdoor area "wish list" to be drawn up.
- Games excellent in school
- Chair had received quotes for the flat roof. The Buildings Committee would take this forward.

Governors thanked the Acting Headteacher for her presenting her report.

## 10. Budget Update

Governors agreed that the Finance Committee would meet to discuss the budget going forward.

A Governor report would be provided in future.

**Staffing  
Committee**

**SS/TH**

**TH**

**SS**

**Building  
Committee**

**Finance  
Committee**

**TH**

 Ch Inits

Governors noted that the operational budget for 2016/2017, along with an indicative budget for 2017/2018 and 2018/2019 had been drawn up and submitted to County by 1 May 2016.

#### **11. Visiting Governors' Report**

There were none to receive so soon after the successful Ofsted.

These visits were noted as being instrumental in moving forward on the school's key priorities from within their school development plan.

#### **12. School Voluntary Accounts**

This item was due to be considered during the Autumn Term. The Chair agreed to liaise with Emma Clayton to arrange for the accounts to be audited.

SS

#### **LOCAL AUTHORITY REPORTS –**

**Copies of documents available on the personnel page at:**

[www.northumberlandlea.net](http://www.northumberlandlea.net)

#### **13. Update of HR Policies and Procedures**

##### **Northumberland Living Wage**

Governors noted the introduction of the Northumberland Living Wage from 1 October 2015. They further noted the introduction of the National Living Wage from 1 April 2016.

Additionally, Governors noted that Northumberland County Council had made the decision to apply the eligibility for the Northumberland Living Wage to all staff, regardless of age. Schools were encouraged to support this decision and ensure that they also applied the Northumberland Living Wage to all employees, irrespective of age.

Governors further noted that apprentices were exempt from the Living Wage.

Governors agreed to apply the Northumberland Living Wage to all employees irrespective of age.

#### **14. Governor DBS Checks**

Governors noted the change to Government policy in respect of DBS Checks for Governors. It was now mandatory that DBS checks be undertaken for Governors. However, access to the barred list was still not available for the position of Governor.

Governors adopted the revised policy and noted that retrospective checks for Governors appointed before 1 April 2016 would have to be completed by 1 September 2016. Checks for Governors appointed on or after 1 April 2016 would need to be requested within 3 weeks of appointment. Schools would have to ensure that their single central record reflected this change.

The Acting Headteacher along with Emma Clayton agreed to ensure that all relevant checks had been undertaken.

TH



## **CONCLUDING ITEMS**

### **15. Urgent Business**

Governors discussed the following items of urgent business:

- Governors considered Academisation. It was agreed they should consider all options and keep all stakeholders informed. They noted that the school was in a good position following the Good Ofsted.
- A full discussion would take place on the Academisation process. The Chair agreed to keep Governors informed.

SS

### **16. Dates of Future Meetings**

Governors agreed dates of future meetings as follows:

- Autumn Term 2016 – 2 November 2016
- Spring Term 2017 – 8 March 2017
- Summer Term 2017 – 7 June 2017

There being no further business, the meeting closed at 6.10 p.m.

**INFORMATION ITEMS – Governors noted items available to Chairs of Governors at the Chairs' Briefing Meetings.**

**Termly Briefing Papers including:**

- **Draft Agenda & Briefing Notes**
- **SEND Inspection presentation**
- **Facilitated discussion papers – Implications of the White Paper**
- **Facilitated discussion papers – Shared practice and recording of impact**
- **Briefing Papers:**
  - **School compliance with information regulations**
  - **Emergency Community Assistance Plan**
  - **GEL Online Governor Training**
  - **Ofsted Presentation – Effective Governance (extract, page 25+)**

S. Shaw Chair

2/11/16 Date