

**LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL
MINUTES OF A MEETING HELD ON WEDNESDAY 20 JUNE 2018**

Governors Present:

| | |
|---|---|
| <u>Trustee Appointed Governor:</u> | Mrs S Leng, Mr P Robinson (Vice-Chair), Mr J Douglas, Mrs B McGlasson and Mr D Thompson (part of the meeting) |
| <u>Parent Governor:</u> | Mrs K French |
| <u>Head Teacher:</u> | Mr S English |
| <u>Staff Governor:</u> | Mrs S Young (part of the meeting) and Mrs E Berry (part of the meeting) |
| <u>Non-Governing Staff Member:</u> | Mrs T Barnes (School Business Manager) (part of the meeting) |

Clerk:

Jonathan Gordon, Redcar and Cleveland School Governance Support Service

The meeting was held at the school and started at 4.00 pm. Of the 11 governors in post at the time of the meeting, at least 6 were present for the whole of the meeting and the required quorum was met at all times.

1. APOLOGIES AND CONSENT TO ABSENCE

- 1.1 Apologies had been received from Mrs L Kettlewell (Chair) and Ms M Hill.
- 1.2 In the absence of the Chair, the Vice-Chair chaired the meeting.
- 1.3 RESOLVED to consent to the absences of the above named governors. **ACTION: Clerk**
- 1.4 Governors agreed to amend the agenda so that finance items were dealt with after procedural matters.

2. ANY OTHER BUSINESS

- 2.1 The Head Teacher raised two confidential staffing matters for consideration under Any Other Business.
- 2.2 The Head Teacher thanked the Chair and Mr Thompson for helping out during Careers Week.

3. DECLARATIONS OF INTEREST

Governors were reminded that they should declare any interests relevant to the business on the agenda as and when necessary. Mrs S Young and Mrs Berry declared an interest under Any Other Business- confidential staffing matters. Both members of staff left the

meeting whilst the staffing issues were discussed. There was no other declaration of interests.

4. MINUTES AND MATTERS ARISING

4.1 Purpose

Minutes of the local governing body meeting held on 22 February 2018 had been circulated in advance of the meeting, to be approved and signed as a true record. Governors also had an opportunity to question progress with any matter discussed at that meeting which would not arise during the course of the present meeting.

4.2 Discussion/ Challenge

Arising from Item 5.2.2- Key Stage 1 (KS1)-Phonics

- 4.2.1 A governor questioned the impact of phonics being taught in differentiated groups and the increase in testing. The Head Teacher reported that Phonics results were not yet confirmed. However, indications were that the impact had been successful and as a result all children had made progress. A case study would be produced as to the impact of the changes. The Head Teacher noted that targeted support and guided reading had really helped this academic year.

Arising from Item 9.3- Link Governor Visits

- 4.2.2 Regular link governor visits had been taking place.

Arising from Item 16- Governor Training

- 4.2.3 An in-house training session would be arranged with the Redcar and Cleveland Governance Support Service on the roles and responsibilities of governance and what makes a governing body effective. Additionally, governors informed the Clerk some training around performance management would be useful.

- 4.2.4 A number of governors had been attending training and it was the intention of governors to provide feedback to others on the key messages from the sessions.

- 4.2.5 Pam Gartland, Safeguarding First would be attending the school on Friday 22 June and would meet with a governor.

Arising from Item 18- Careers Event

- 4.2.6 The Head Teacher reported on the success of Careers Week and thanked members of staff and governors who had been involved.

Arising from Item 22.4- PE and Sport Premium

- 4.2.7 At the last meeting the local governing body was recommended by the Clerk to review current PE and Sport Premium templates against the templates used through the Association for PE and Youth Sport Trust. The Head Teacher reported that the school used the template provided by the Redcar and Eston Sport Partnership. The Head Teacher and Vice-Chair would meet to review the impact of Sport Premium and Pupil Premium, as well as templates used.

Arising from Item 23.1- SharePoint

- 4.2.8 The Vice-Chair ensured that all governors had received log in details for SharePoint. The Vice-Chair would try to arrange some training for governors on using SharePoint.

Arising from Item 23.2- School App

- 4.2.9 In response to a governor question, the School Business Manager confirmed that there had been an update to the School App so that push notifications were working. The Head Teacher reported that the School App was useful for sending information out to parents. Further to a query, the Head Teacher noted that other forms of communication to parents and stakeholders included the website, Marvellous Me (but this was more of a reward app) and paper copies of correspondence.

4.3 **Outcome**

- 4.3.1 RESOLVED that the minutes of the meeting held on 22 February 2018 be approved and signed by the Vice-Chair. **ACTION: Vice-Chair**
- 4.3.2 The Clerk would arrange an in-house training session for governors on roles and responsibilities and what makes effective governance. **ACTION: Clerk**
- 4.3.3 The Vice-Chair would meet with the Head Teacher to discuss Sports Premium and Pupil Premium impact, as well as the templates used. **ACTION: Vice-Chair and Head Teacher**
- 4.3.4 The Vice-Chair would arrange some training on SharePoint with governors. **ACTION: Vice-Chair**

5. **FINANCE WORKING PARTY MINUTES**

5.1 **Purpose**

Minutes of the Finance Working Party dated 18 January 2018 and 17 May 2018 had been circulated to governors to inform them of discussions that had taken place.

5.2 **Outcome**

There were no actions for the local governing body to address.

FINANCE

6. **SCHOOL BUSINESS MANAGER'S REPORT**

6.1 **Purpose**

A copy of the School Business Manager's Report, including appendices, had been circulated with the meeting papers to provide an insight into the finance and administration of the school. Included within the report were issues for the governors to decide upon.

6.2 **Discussion/ Challenge**

- 6.2.1 Consideration had been given to the cost, convenience and efficiency of using ParentPay. A cost analysis was produced for governors comparing the cost of parent pay with the current administrative costs. Governors noted the benefits for staff and parents especially around time efficiencies. In response to a question, the School Business Manager confirmed that cash could still be used and therefore parents would be given a choice to use ParentPay or continue to pay in cash. Further to another question, the School Business Manager noted that ParentPay was linked to World Pay.
- 6.2.2 Governors questioned whether the system was compliant with the General Data Protection Regulations (GDPR). The Head Teacher would seek reassurances on compliance with GDPR.
- 6.2.3 In response to a governor question, the School Business Manager confirmed that other alternatives had been explored but ParentPay was the best option for the school. Governors noted the greater value the system would add to the school.
- 6.2.4 A detailed breakdown of costings for a new office was included with the Business Manager's report and governors were asked whether the work could proceed. The purpose of the new office was to ensure a more effective administrative team by having everyone based in the same part of the school as the Head Teacher. Governors were made aware that due to the relocation of the office ICT space would be reduced. In response to a question, the School Business Manager confirmed that quotes had been received.
- 6.2.5 The School Business Manager had been working with One IT to improve signing in and entry procedures. The Head Teacher confirmed that currently the school used a paper based system and an electronic version would aim to improve safeguarding and ensure the school was more secure. The School Business Manager had enquired with companies and costings were being obtained. In response to a governor question, the School Business Manager had looked into different systems and received demonstrations from various companies. Governors suggested speaking to other schools across the trust as to what their arrangements were, along with other local schools. The Vice-Chair confirmed that it was important to get a system that worked well.
- 6.2.6 Included within the School Business Manager's report was an Anderson Barrowcliff report, to those charged with governance, to highlight any items raised during the course of Anderson Barrowcliff's audit. Governors noted there were no items raised.

6.3 **Outcome**

- 6.3.1 RESOLVED to procure the use of ParentPay. The Head Teacher would seek reassurances on ParentPay's compliance with GDPR. **ACTION: Head Teacher**
- 6.3.2 RESOLVED to approve the new office for the School Business Manager.
- 6.3.3 Once further enquiries had been made, the School Business Manager would circulate information to governors with an analysis of the different signing in systems the school could use. **ACTION: Agenda Item**

7. **TRUST FINANCE ARRANGEMENTS**

7.1 **Purpose**

Trustees at their last meeting discussed and made amendments to the Financial Planning and Top Slice Arrangements document and asked the local governing bodies to consider whether the arrangements had been set at the right level.

7.2 **Discussion/ Challenge**

The Head Teacher noted that following conversations with the Chief Executive Officer and other head teachers the 'Top Slice' amount would be 7.3%.

7.3 **Outcome**

Governors had no comments on the Financial Planning and Top Slice Arrangements document.

8. **FINANCIAL MONITORING 2017/18**

8.1 **Purpose**

Governors received the estimated outturn for 2017-18 as reported to the Education and Skills Funding Agency in May 2018. Additionally, governors were provided with a salary ledger for September 2017 to May 2018 noting reasons for underspends and overspends.

8.2 **Discussion/ Challenge**

8.2.1 The Vice-Chair queried whether there could be a way of reporting on the outturn similar to what the Schools Finance Consortium used to provide for the meeting. This would assist governors understanding of the financial documentation. Alternatively, whether training could be provided by the Trust Finance and Business Manager on each report.

8.2.2 The Head Teacher confirmed that the outturn allowed for staffing developments next academic year.

8.3 **Outcome**

The Head Teacher and School Business Manager would consider additional notes to accompany the financial monitoring reports. Alternatively, consideration would be given as to whether training could be provided. **ACTION: Head Teacher and School Business Manager**

9. **TO RECOMMEND A BUDGET FOR 2018/19 TO TRUSTEES FOR APPROVAL, INCLUDING A STAFFING STRUCTURE**

9.1 **Purpose**

9.1.1 The local governing body was to recommend a budget plan and staffing structure for 2018/19 to the board of trustees, for approval.

9.1.2 Governors had received a draft budget in advance of the meeting. Staffing for 2018-19 was detailed within the School Business Manager's report.

9.2 Discussion/ Challenge

- 9.2.1 A governor questioned whether the school paid statutory maternity pay as there was no figure inserted into the budget plan. The School Business Manager confirmed that the amount had been accounted for within the teachers basic pay section of the budget.
- 9.2.2 Governors noted that the estimated outturn from 2017-18 was £176,061.
- 9.2.3 The Vice-Chair commented that the budget was not in line with the 7.3% 'Top Slice' amount.
- 9.2.4 The School Business Manager explained the staffing changes and structure for the 2018-19 academic year, as noted within her report. Included within the changes was a proposed increase to administration staff. This was due to the build-up of attendance procedures. Additionally, a UPS3 teacher was reducing hours from 32.5 to 16.25 from September 2018. That teacher would continue teaching each morning. There would be an additional HLTA for 5.5 hours a week for music, 'Planning Preparation and Assessment' (PPA) and other Key Stage 2 (KS2) interventions.
- 9.2.5 Governors were satisfied that the staffing, as reported, met the needs of the school. All staffing changes had been placed within the budget for 2018-19.

9.3 Outcome

RESOLVED to recommend the 2018-18 budget, including staffing structure to the board of trustees for approval, subject to amending the budget to be in line with the 7.3% 'Top Slice' amount. **ACTION: Board of Trustees**

10. INDICATIVE THREE YEAR PLAN

The Clerk explained issues around PS Financials and confirmed that a three year budget plan was not available for the meeting.

11. PREMISES MATTERS

Premises matters had been discussed as part of the School Business Manager's Report.

12. STAFFING MATTERS

Staffing matters had been discussed as part of recommending a budget to the board of trustees. Confidential staffing matters would be discussed under Any Other Business and at the end of the meeting.

The School Business Manager left the meeting at 5.25 pm

13. HEAD TEACHER'S REPORT/ KEY PERFORMANCE INDICATORS (KPIs)

13.1 Purpose

Governors were provided with the Head Teacher's report and supplementary report which set out information relating to: school contextual data, leadership, management and finance, teaching performance and staff data, personal development, behaviour and welfare, outcomes for pupils, safeguarding, premises matters and analysis against KPIs.

13.2 Discussion/Challenge:

13.2.1 The following matters were brought to the attention of governors and/or discussed in greater detail:

Outcomes for the end of Early Years Foundation Stage (EYFS)

13.2.2 Predictions for 'Good Level of Development' (GLD) showed that the school expected to achieve 70% GLD. There had been a number of interventions within EYFS which has had a positive impact. There were 9 pupil premium children, who were all boys and of those two had Special Educational Needs and Disabilities (SEND).

13.2.3 Case studies were being made for where pupils had not achieved GLD as well as those situations where pupils had made a rapid rate of progress from a low level entry to greater depth. The Head Teacher would discuss progress further with Ian Hart, External Consultant.

13.2.4 The teaching environment had changed within EYFS which allowed for more challenge, critical themes and additional resources had been purchased for the setting. Consideration had also been given to creative play, open ended and natural resources.

13.2.5 The focus of the next peer review would be on challenging the most able. This would be held in September 2018.

KS1 and KS2 Standards

13.2.6 The amount of pupils that were predicted to achieve expected standard for Phonics was 77%.

13.2.7 Other KS1 forecasts at the expected standard were as follows:

- Reading- 77%
- Writing- 73%
- Maths-77%

13.2.8 KS1 forecasts for greater depth were as follows:

- Reading- 20%
- Writing- 10%
- Maths- 17%

13.2.9 The Head Teacher acknowledged a dip in predicted results for greater depth in writing.

13.2.10 The Head Teacher confirmed that there was an academic group of pupils within KS2 and the school was awaiting the SATs results. Progress may not be as high within the Year 6

cohort.

Safeguarding

- 13.2.11 The school had practiced its lockdown procedures. A governor was present during the practice and confirmed that the pupils were calm and dealt with the procedure well.

13.3 Outcome

- 13.3.1 Governors noted the Head Teacher's report.

- 13.3.2 Mrs McGlasson as Designated Safeguarding Governor would be present at the next lockdown procedure.

14. DATA/ STANDARDS PRESENTATION

- 14.1 Due to technical issues the data/ standards presentation could not go ahead. The Vice-Chair confirmed that he had created two spreadsheets, one highlighting progress and the other was comparing the budget to previous years.

- 14.2 On the data spreadsheet it now showed progress from EYFS to KS2, although the Vice-Chair confirmed that it was work in progress. The spreadsheet enabled governors to challenge the school.

15. SCHOOL IMPROVEMENT PRIORITIES

The Head Teacher provided a verbal update on the updated School Improvement Plan in relation to safeguarding.

16. SELF-EVALUATION FORM (SEF)

The Head Teacher had been working with Ian Hart, External Consultant in updating the SEF. The SEF would be updated further once 2017-18 outcomes were received.

ACTION: Head Teacher

17. GOVERNOR FEEDBACK ON EVALUATION OF PERFORMANCE, COMPLIANCE AND RISK MANAGEMENT

17.1 Purpose

An opportunity was provided for governors to provide feedback on link governor visits.

17.2 Discussion/ Challenge

- 17.2.1 Mr Douglas had visited the school and discussed SATs. His link governor report was saved on SharePoint. He commented that he had visited the school pre-SATs and pupils were willing to show him what they could do. All pupils were calm about the SATs.

- 17.2.2 Mrs Leng had done a link governor report on invigilation.

17.3 Outcome

The Head Teacher asked for all link governor reports to be shared with him, so he could email them out to governors. These could also be shared on SharePoint. **ACTION: Governors**

Mr D Thompson left the meeting at 6.00 pm

GOVERNANCE

18. MEMBERSHIP UPDATE/ WORKING PARTY ARRANGEMENTS

18.1 Purpose

18.1.1 A copy of the local governing body membership list had been circulated to governors in advance of the meeting to highlight terms of office, vacancies and issues of the local governing body.

18.1.2 Governors were also informed of arrangements for working party meetings.

18.2 Discussion/ Challenge

18.2.1 The Clerk noted that there were two vacancies on the local governing body. The Vice-Chair and Head Teacher confirmed the importance of appointing individuals with the right skills for the local governing body.

18.2.2 The Head Teacher explained that there would be open invitations to governors to attend finance working party meetings and curriculum working party meetings. The Clerk explained that no decisions could be made at these meetings, as the local governing body could not delegate its powers. If a decision needed to be made this would need to come to the local governing body meeting.

18.3 Outcome

18.3.1 Governors noted the membership list and would continue to try and recruit to the vacant positions.

18.3.2 The Head Teacher would openly invite governors to working party meetings. **ACTION: Head Teacher**

19. GOVERNOR MONITORING AND EVALUATION ARRANGEMENTS

19.1 Purpose

Governors were to arrange visits to the school and challenge information received in governing body meetings.

19.2 Outcome

19.2.1 Governors would agree further link governor visits, for the next academic year, with the Head Teacher. Governors would continue with their current roles. **ACTION: Head Teacher and Governors**

19.2.2 Mr Douglas and Mrs Leng would visit the school to discuss transition. **ACTION: Head**

Teacher, Mr Douglas and Mrs Leng

- 19.2.3 Mr Douglas would carry out an annual review of attendance and admissions, Mrs McGlasson would review the risk register annually and ensure statutory requirements were complied with. **ACTION: Mr Douglas and Mrs McGlasson**

20. GOVERNOR TRAINING ISSUES/ REPORT

- 20.1 As part of the governing body's continued development a training report was circulated for governors' information.
- 20.2 Governors would share the materials they had received from the Redcar and Cleveland Governance training sessions. **ACTION: Governors**

OTHER

21. IRONSTONE ACADEMY TRUST UPDATE

- 21.1 Information relating to the continued development of the academy trust had been conveyed throughout the meeting. Minutes of the most recent meeting of the Trust Board was also circulated for information purposes.
- 21.2 Governors noted the minutes.
- 21.3 The Vice-Chair reported that Overfields Primary School was joining Ironstone Academy Trust. Additionally, he alerted governors' attention to the Ironstone Academy Trust Expenses Policy for governors and trustees.

22. CAREERS EVENT

The Head Teacher commented on the success of the Careers Event.

23. ZETLAND PRIMARY SCHOOL POLICY REVIEW

There were no updates to policies.

24. CHAIR'S CORRESPONDENCE/ REPORT

The Vice-Chair had received no items of correspondence and confirmed that the Chair had also received no items of correspondence.

25. ANY OTHER BUSINESS

Staffing Matters

- 25.1-3 Due to the sensitive nature of the information, the discussion was recorded within a confidential appendix. Staff governors (apart from the Head Teacher) declared an interest and left the meeting whilst those discussions took place.

See Confidential Appendix

Mrs Young and Mrs Berry left the meeting at 6.15 pm

26. APPROVAL OF DOCUMENTS FOR INSPECTION

RESOLVED that the agenda and supporting documents of the present meeting be made available for public inspection with the exception of:

- governor contact details;
- staffing matters within the School Business Manager's report;
- board of trustee minutes (until approved by trustees);
- Anderson Barrowcliff Responsible Officer Report;
- confidential discussion on staffing matters; and
- confidential appendix to the minutes dated 22 February 2018.

ACTION: Clerk

27. IDENTIFICATION OF MATTERS FOR TRUSTEES

The following matters were identified for consideration by trustees:

- KPIs
- 2018-19 budget and staffing structure

28. DATE AND TIME OF FUTURE MEETINGS

Future meetings of the local governing body would be held at 4.00 pm on Tuesday 20th November 2018, Thursday 7th March 2019 and Monday 10th June 2019. **ACTION: Clerk**

Meeting closed at 6.30 p.m.

These minutes have been approved by the local governing body as a true record of proceedings:

Chair: _____

Date: _____

