**LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL**

**MINUTES OF A MEETING HELD ON WEDNESDAY 21 JUNE 2017**

**INCLUDING CONFIDENTIAL APENDIX**

**Governors Present:**

**Trustee Appointed Governors:** Mr P Robinson (Vice-Chair), Mrs L Mohammed (part of the meeting)

**Parent Governor:** Mrs L Kettlewell

**Head Teacher:** Mr S English

**Staff Governor**: Mrs S Young

**Non-Governing Staff Member:** Mrs T Barnes

**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 8 governors in post at the time of the meeting, at least 4 were present for the whole of the meeting and the required quorum was met at all times.*

Mrs L Mohammed confirmed her resignation to the local governing body. Governors thanked Mrs L Mohammed for her service to the local governing body and the school over a number of years.

*Mrs L Mohammed left the meeting*

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| **1.** | | **APPOINTMENT OF CHAIR** |
| 1.1  1.2  1.3 | | Governors had been invited in advance to express their willingness to serve as Chair of Governors for the remainder of 2016/17. Mrs L Kettlewell expressed her willingness to become Chair of the local governing body.  Mrs L Kettlewell left the meeting to allow governors to consider her appointment.  RESOLVED to appoint Mrs L Kettlewell Chair for the remainder of the academic year.  **ACTION: Clerk** |
| **2**. | | **APOLOGIES AND CONSENT TO ABSENCE** |
| 2.1  2.2  2.3 | | Apologies had been received from Mr D Thompson and Ms M Hill.  Consideration was also given to the absence of Mrs S Thompson.  RESOLVED to consent to the absences of the above named governors. The Head Teacher confirmed that he would speak to Mrs S Thompson to ensure that she would like to continue on the local governing body. **ACTION: Head Teacher** |
| **3.** | | **NOTIFICATION OF ANY OTHER BUSINESS** |
|  | | The Charges and Remissions Policy was declared for consideration under Any Other Business. |
| **4.** | | **DECLARATIONS OF INTEREST** |
|  | | Governors were reminded that they should declare any interests relevant to the business on the agenda as and when necessary. No declarations of interest were made. |
| **5.** | | **MINUTES** |
| 5.1  5.1.1  5.1.2  5.2  5.2.1  5.2.2  5.2.3  5.3  5.3.1  5.3.2  5.3.3 | | **Purpose:**  Minutes of the local governing body meeting held on 6 March 2017 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 the meeting held on 6 March 2017 and which would not arise during the course of the present meeting.  **Discussion/ Challenge**  Arising from 7.3.3- Link Governor Structure  The Chair encouraged governors to come into school at least once a term to enrich their understanding and to be able to contribute to informed decision making at the local governing body meeting. The staff governor noted that it was also important for governors to get to know the staff. The Head Teacher suggested having a governor notice board within school.  It was acknowledged that it was important to appoint governors to the local governing body and then the link governor structure could be developed further.  Arising from Item 12.2.2- Disaster Recovery Plan  In response to a question from a governor, the Head Teacher confirmed that the disaster recovery plan was now in place within school.  Arising from Item 13.2.2- Condition Improvement Fund  The Head Teacher reported that the Condition Improvement Fund bid had been accepted for the roof. Work to the roof would be taking place over the summer holidays. The Head Teacher noted that future works were being considered which included updating IT equipment and the redevelopment of the office area.  **Outcome:**  RESOLVED that the minutes of the meeting held on 6 March 2017 be approved and signed by the Chair. **ACTION: Chair**  Governors agreed for the link governor structure to be developed once more governors were appointed to the local governing body. **ACTION: Future Agenda Item**  To arrange a governor notice board for staff. **ACTION: Head Teacher** |
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| **6.** | | **FINANCE AND STAFFING MINUTES** |
| 6.1  6.2 | | **Purpose**  A copy of the Finance and Staffing minutes dated 15th May 2017 had been circulated to all governors to highlight the work and discussions of the Finance and Staffing sub-committee.  **Outcome**  Governors noted the minutes. |
| **7.**  7.1  7.2  7.3 | | **ANNUAL BUSINESS CYCLE**  **Purpose**  A copy of the Ironstone Academy Trust annual improvement cycle had been circulated to confirm the trust’s annual business cycle to the local governing body. In addition, dates of future meetings for the local governing body had been circulated for governors’ information.  **Discussion/ Challenge**  The Clerk and Head Teacher reported on the annual improvement cycle to governors.  **Outcome**  Governors noted that the next local governing body meetings would be held at 4.00 p.m. on:  Monday 20th November 2017  Thursday 22nd February 2018  Wednesday 20th June 2018 |
| **8.** | | **HEAD TEACHER’S REPORT** |
| 8.1  8.2  8.2.1  8.2.2  8.3 | | **Purpose:**  Governors were provided with the Head Teacher’s report highlighting: pupil and academy characteristics, organisation and staffing matters, compliance, safeguarding, standards and leadership.  **Discussion/Challenge:**  Organisation and Staffing Matters  Due to the confidential nature of the information, the discussion was recorded within a confidential appendix.  Standards  The Head Teacher confirmed that the teacher assessments within Key Stage 1 (KS1) were to be finalised and would be submitted to the DfE. The expected outcomes were good. Governors noted the Key Stage 2 (KS2) results were due July 2017.  **Outcome**  Governors noted the Head Teacher’s report. |
| **9.**  9.1  9.2  9.2.1  9.2.2  9.3 | | **EXTERNAL REVIEW AND REPORTS**  **Purpose**  Verbal feedback was provided to governors on the Ironstone Academy Trust peer review system to highlight work done to improve standards across the trust.  **Discussion**  The Head Teacher confirmed that staff feedback on the peer review had been positive and it was part of a self-checking mechanism for the school.  In response to a question from the Chair on how often peer reviews were carried out, the Head Teacher confirmed that they were once a year. Enquiry walks would happen once a term. The Head Teacher noted that peer reviews were a positive of a self-sustaining multi academy trust.  **Outcome**  Governors noted the verbal feedback from the Head Teacher. |
| **10.**  10.1  10.2  10.2.1  10.2.2  10.2.3  10.3 | | **GOVERNOR FEEDBACK ON EVALUATION OF PERFORMANCE, COMPLIANCE AND RISK MANAGEMENT**  **Purpose**  An opportunity was provided to governors to feedback on the evaluation of performance, compliance and risk management of the school.  **Discussion/ Challenge**  Link Governors  The Chair confirmed that she had attended a learning walk along with Mr D Thompson.  The Chair reiterated that it was important for governors to attend the school and have a particular focus for attending.  Feedback from Designated Safeguarding Governor  The Head Teacher noted that Ms Hill was not present at the meeting but updated governors that the school was due a safeguarding audit from Safeguarding First, to externally verify safeguarding within school.  In response to a question from the Chair as to when the audit would be taking place, the Head Teacher confirmed that it would be held on 4th July 2017. The Head Teacher would also be inviting Tracy Clarvis, Ormesby Primary Head Teacher for the feedback session.  Presentation from Mr P Robinson on Data  The Vice-Chair presented Spring term 2017 data to governors. The current data could be compared across the five terms in which data had been reported in the format he had produced.  The Head Teacher confirmed that if governors were provided with the information in the autumn term, it could form the basis of any link governor visits and offer the basis of challenge for governors.  The Chair queried whether the data could be sent out to all governors to ensure that the data was analysed and could be challenged.  **Outcome**  The Vice-Chair confirmed that he would send the data out to all governors. **ACTION: Vice-Chair** |
| **11.** | | **RISK REGISTER** |
|  | The Head Teacher noted that there had been no updates to the risk register. | |
| **12.** | | **FINANCIAL MONITORING 2016/17** |
| 12.1  12.1.1  12.1.2  12.1.3  12.2  12.2.1  12.2.3 | | Bursar Report  **Purpose:**  A copy of the Bursar’s Report had been circulated with the meeting papers to provide an insight into the finance and administration of the school.  **Discussion/ Challenge**  The Head Teacher noted that Anderson Barrowcliff had done an audit of the financial arrangements within school and no recommendations were made. The Head Teacher gave thanks to Mrs Barnes for her work in this regard.  **Outcome**  Governors noted the Bursar’s Report.  Management Accounts and Trial Balance  **Purpose**  A copy of the management accounts information, including, notes to support the information had been circulated to governors in advance of the meeting. The information highlighted current spend to date compared to the original budget.  **Outcome**  Governors noted the management accounts and trial balance information. |
| **13.**  13.1  13.2  13.3 | | **TRUST FINANCE ARRANGEMENTS**  **Purpose**  A copy of the financial planning and ‘top slice’ arrangements document for 2017/18 as approved by trustees had been circulated to governors to support the local governing body with its budget setting arrangements.  **Discussion/ Challenge**  Governors had noted the trust finance arrangements whilst discussing budget monitoring for 2016/17 and also discussed the financial arrangements further at agenda item 14.  **Outcome**  Governors noted the report. |
| **14.**  14.1  14.1.1  14.1.2  14.2  14.2.1  14.2.2  14.2.3  14.2.4  14.2.5  14.2.6  14.3 | | **2017/18 BUDGET FOR TRUSTEE APPROVAL**  **Purpose**  The local governing body was to recommend a staffing structure and budget plan for 2017/18 to the board of trustees, for approval.  Governors had received a draft budget in advance of the meeting.  **Discussion/ Challenge**  Governors noted that £32,000 would be paid to the trust in relation to its reserve arrangements. Further, the school would pay an additional £2 per pupil per month to build up the trust reserves further.  The school would, from its balance, place £24,160 into its own school reserves.  The Head Teacher reported that there were no staffing changes apart from the one which had been discussed as part of the confidential appendix to these minutes.  The Vice-Chair presented a visual comparison between the proposed 2017/18 budget and that of 2016/17. It was noted that there were no significant changes between the budgets.  The Vice-Chair outside of the meeting had challenged some aspects of the proposed budget with the Head Teacher and Lisa Gardner, Schools Finance Consortium.  Governors considered the budget and noted that it was fit for purpose and in line with trust arrangements.  **Outcome**  RESOLVED to recommend the draft 2017/18 budget which included the staffing structure to the board of trustees for approval. **ACTION: Board of Trustees** |
| **15.**  15.1  15.2 | | **STAFFING STRUCTURE**  **Purpose**  The local governing body was to submit a staffing structure to the board of trustees for approval.  **Outcome**  The staffing structure had been discussed and recommended to the board of trustees as part of the recommended budget for 2017/18. |
| **16.**  16.1  16.2 | | **INDICATIVE 3 YEAR PLAN**  **Purpose**  To inform governors of the financial 3 year plan and to submit the 3 year plan to the board of trustees.  **Outcome**  The Head Teacher noted the 3 year plan was not yet available. |
| **17.**  17.1  17.2  17.2.1  17.2.2  17.3 | | **PREMISES UPDATE**  **Purpose**  Governors were provided with a verbal update on health and safety matters and the outcome of the CIF bid.  **Discussion/ Challenge**  The Head Teacher informed governors of the school’s recent health and safety audit, noting the recommendations made. It was confirmed by the Head Teacher that all the recommendations had been actioned.  The CIF bid was successful in relation to the roof and the school was waiting the outcome of the tendering process. The CIF bid money was noted to be ring fenced within the budget.  **Outcome**  Governors noted the feedback.  *Mrs Barnes left the meeting at 17:41* |
| **18.**  18.1  18.2  18.2.1  18.2.2  18.2.3  18.2.4  18.3  18.3.1  18.3.2  18.3.3  18.3.4 | | **MEMBERSHIP UPDATE**  **Purpose**  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.  **Discussion/ Challenge**  The Clerk at the meeting circulated an application form for a prospective governor. Governors noted the skills and experience of the candidate. The Head Teacher and Chair asked for the applicant to contact the school to arrange a visit. **ACTION: Clerk**  Governors considered the vacancies on the governing body.  The Head Teacher asked the Clerk to see if there were any other potential candidates such as a local ward councillor and whether they would be interested in being a governor of the school. **ACTION: Clerk**  The Vice-Chair noted that it was important to get the right skills and experience for the local governing body.  **Outcome**  Governors considered the vacancies on the governing body.  The Clerk would put arrangements in place for the applicant, mentioned above, to contact the school to arrange a visit. **ACTION: Clerk**  The Clerk would see if any ward councillors would be interested in becoming a governor of the school. **ACTION: Clerk**  The Chair would approach the local church and see if they had anyone that would be interested in the role of governor at the school. **ACTION: Chair** |
| **19.**  **19.1**  **19.2**  19.2.1  19.2.2  19.3  19.3.1  19.3.2 | | **APPOINTMENT OF GOVERNORS**  **Purpose**  To recommend potential applicants to the local governing body, to trustees for approval.  **Discussion**  The Head Teacher informed governors of the skills and experience of Mrs E McGlasson who was interested in becoming a governor at the school.  The Head Teacher also noted that a member of staff was interested in becoming a governor. The governing body had also considered whether Mrs Herd would be returning to the governing body following her maternity leave. The Clerk advised that another member of staff could be appointed as governor but a staff election would need to be held and the outcome of the result would need to be approved by trustees.  **Outcome**  Governors agreed to the appointment of Mrs McGlasson, subject to Disclosure and Barring Service and approval by trustees.  The Head Teacher would speak to the members of staff who may be interested in becoming a governor. |
| **20.**  20.1  20.2 | | **UPDATED GOVERNANCE STRUCTURE**  **Purpose**  A copy of an updated sub-committee structure had been circulated for approval by governors.  **Outcome**  RESOLVED to approve the updated committee structure. **ACTION: Clerk** |
| **21.**  21.1  21.2  21.3 | | **SKILLS AUDIT**  **Purpose**  A copy of the responses from the governing body skills audit had been circulated for governors’ information.  **Discussion/ Challenge**  Governors reflected that it was important to recruit governors as there were a number of vacancies but it was also important to obtain governors with the right skills and experience.  **Outcome**  Governors noted the outcome of the skills audit, which would be reported to trustees. **ACTION: Clerk/ Trustees** |
| **22.**  22.1  22.2  22.3 | | **GOVERNOR TRAINING**  **Purpose**  As part of the governing body’s continued development a training report was circulated for governors’ information.  **Discussion/ Challenge**  The Vice-Chair confirmed that he had attended the managing academy finances training.  **Outcome**  Governors noted the report. |
| **23** | | **UPDATE FROM IRONSTONE ACADEMY TRUST** |
| 23.1  23.2  23.2.1  23.2.2  23.2.3  23.2.4  23.2.5  23.3 | | **Purpose:**  A copy of the minutes of the board of trustee meeting held on 3 April 2017 was circulated to governors to highlight the work that had been done across the trust and for the local governing body to consider any issues that needed to be addressed by them.  **Discussion/ Challenge:**  The Clerk confirmed that Anthony Conlin would be presenting end of key stage assessment data at each school on 27th and 28th September (two governor sessions per evening).  The trust had procured the services of an educational welfare officer for one day a week to improve attendance across the trust.  Work had been done on ‘top slice’ and financial planning arrangements which had helped the local governing body recommend a 2017/18 budget.  The Head Teacher confirmed that kitchen contracts were being looked at across the trust. Zetland’s kitchen contract with Rye Hills School had expired but was on a rolling month by month basis. Kier were writing a tendering process for the trust which would meet relevant legislation. The Vice-Chair confirmed that catering and other services would be provided by the trust rather than on a school by school basis.  The Vice-Chair updated governors on the work he had done as trustee. In addition, he informed governors that there was a vacancy on the board of trustees.  **Outcome**  Governors noted the report. |
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| **24.** | | **ZETLAND PRIMARY SCHOOL POLICY REVIEW**  The Head Teacher informed governors that the Charges and Remissions Policy would need to be reviewed and placed on to the school’s website. The Head Teacher had received a version from Normanby Primary School but would need to be considered in light of the school’s requirements. **ACTION: Head Teacher**. |
| **25.** | | **CHAIR’S CORRESPONDENCE/ REPORT**  The Chair had received no items of correspondence. |
| **26.**  26.1  26.2 | | **TERMLY BRIEFING PAPER**  Governors had received the termly briefing paper by email and the Clerk highlighted the key areas of the paper as follows:  School Attendance Parental Responsibility Measures  Following a high profile case in the Isle of Wight, the Supreme Court, in April 2017, upheld the ban on parents taking their children out of school for family holidays during term time. At issue was the meaning of words “fails to attend regularly” in section 444(1) of the Education Act 1996. The court ruled that “regularly” did not mean “evenly spaced” or “sufficiently often” but instead “in accordance with the attendance rules”. The local authority’s Attendance Welfare Service would work in partnership with schools, academies, colleges, other agencies, children, young people and their families in addressing attendance issues and persistent absences, where attendance falls below 90%. |
| **27.**  27.1  27.2 | | **ANY OTHER BUSINESS**  The Charges and Remissions Policy had been dealt with under agenda item 24.  Due to the sensitive nature of the information received from the Head Teacher the discussion was recorded within a confidential appendix. |
| **28.** | | **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 * Discussion on organisation and staffing matters as contained in the confidential appendix to these minutes |
| **29.** | | **IDENTIFICATION OF MATTERS FOR TRUSTEES**  The following items were raised for consideration by trustees:   * Proposed 2017/18 budget * Proposed staffing plan * Skills Audit   Meeting closed at 6.15 p.m. |

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

**Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**