**LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL**

**MINUTES OF A MEETING HELD ON MONDAY 6 MARCH 2017**

**Governors Present:**

**Trustee Appointed Governors:** Mr P Robinson (Chair), Mrs L Mohammed (part of the meeting), Mr D Thompson and Ms M Hill (part of the meeting)

**Parent Governors:** Mrs L Kettlewell

**Head Teacher:** Mr S English

**Staff Governor**: Mrs S Young

**Non-Governing Staff Members:** Mrs T Barnes and Mr P Richardson

**Clerk:**

Jonathan Gordon, Redcar and Cleveland School Governor Support Service

*The meeting was held at the school and started at 5.00 pm. Of the 8 governors in post at the time of the meeting 7 were present and the required quorum was met at all times during the meeting.*

|  |  |  |
| --- | --- | --- |
| **1.** | | **APOLOGIES AND CONSENT TO ABSENCE** |
| 1.1  1.2 | | Apologies had been received from Mrs S Thompson. The local governing body consented to the absence of Mrs S Thompson. **ACTION: Clerk**  It was noted that Ms M Hill would be late to the meeting. |
| **2**. | | **APPOINTMENT OF CHAIR FOR 2016/17** |
| 2.1  2.2 | | Governors had been invited in advance to express their willingness to serve as Chair of Governors for 2016/17. Mrs L Kettlewell expressed her willingness to become Chair of the local governing body from the summer term 2017; however, had other commitments until that time. The appointment of Chair would be an agenda item at the next meeting. **ACTION: Clerk**  Mr P Robinson would be acting Chair until a chair had been appointed. |
| **3.** | | **NOTIFICATION OF ANY OTHER BUSINESS** |
|  | | Transforming Tees and Education Endowment Foundation were 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.  (Ms M Hill attended the meeting) |
| **5.** | | **MEMBERSHIP UPDATE** |
| 5.1  5.2  5.2.1  5.2.2 | | **Purpose:**  An updated membership list had been circulated prior to the meeting to highlight terms of office and vacancies on the local governing body.  **Discussion:**  The Clerk reported the resignation of Mrs D Ives from the local governing body.  The Head Teacher reported that it was important for governors to complete a skills audit to acknowledge where there were skill gaps on the local governing body. Governors noted that there were a number of individuals interested in becoming a governor and a skills audit should be sent to them to consider their skills and experience. **ACTION: Governors** |
| 6.  6.1  6.2  6.2.1  6.2.2  6.3 | | **UPDATED COMMITTEE STRUCTURE**  **Purpose:**  Governors were required to consider an updated committee structure in light of becoming part of a multi academy trust.  **Discussion/ Challenge**  The Chair reported it was initially considered that the local governing body would no longer have committees. However, upon consideration of the scheme of delegation committees were allowed within the local governing body structure. A suggestion was made by the Chair to have a Finance and Staffing Committee and a Curriculum and Standards Committee.  The Chair had sent a remit to Mr C Faulkner, CEO, who agreed with the structure subject to one minor amendment. The Chair would circulate the committee structure along with the scheme of delegation for governors’ information. **ACTION: Chair**  **Outcome:**  RESOLVED by the local governing body to appoint Mrs L Mohammed, Mr P Robinson and Mrs M Hill to the Finance and Staffing Committee and Mr D Thompson, Mrs L Kettlewell and Mrs S Young to the Curriculum and Standards Committee. The Head Teacher would also be a member of both committees.  (Mr P Richardson joined the meeting) |
| **7**.  7.1  7.2  7.2.1  7.2.2  7.2.3  7.2.4  7.2.5  7.3  7.3.1  7.3.2  7.3.3 | | **LINK GOVERNOR STRUCTURE**  **Purpose:**  To consider link governor arrangements within the local governing body structure.  **Discussion/ Challenge**  The Head Teacher acknowledged that it was important for governors to visit the school on a regular basis to scrutinise and challenge working practices within school. A suggestion was made for governors to be linked to a year group and/ or the four key areas of school provision. Information and challenge from link governors could then be reported to the Curriculum and Standards Committee.  The Head Teacher shared the link governor visits document with governors. It was noted that ideally governors would be paired for each role. A governor confirmed that the document would provide a purpose and structure to visits within school.  Following a question from a governor regarding how regular the visits should be, the Head Teacher made a recommendation of a minimum of one per term, but governors would be welcome to attend the school on a more regular basis. Governors noted that it was important for the school to be in mutual dialogue with governors.  The Head Teacher invited governors to visit the school before Easter.  It was acknowledged that due to the resignation of Mrs D Ives from the local governing body the school required a safeguarding governor.  **Outcome:**  It was agreed for Mrs L Mohammed, Mrs L Kettlewell and the Chair to have a learning walk before Easter. **ACTION: Head Teacher and the above named governors**  RESOLVED by the local governing body to appoint Ms M Hill as the safeguarding governor, based on her skills and experience for the role.  The link governor structure would be an agenda item at the next local governing body meeting. **ACTION: Clerk** |
| **8.** | | **MINUTES** |
| 8.1  8.2 | | **Purpose:**  Minutes of the local governing body meeting held on 21 November 2016 had been circulated in advance of the meeting, to be approved and signed as a true record.  **Outcome:**  RESOLVED that the minutes of the meeting held on 21 November 2016 be approved and signed by the Chair. **ACTION: Chair** |
|  | |  |
| **9.** | | **MATTERS ARISING FROM THE MINUTES** |
| 9.1  9.2 | | **Purpose:**  Governors also had an opportunity to question progress with any matter discussed at the meeting held on 21 November 2016 and which would not arise during the course of the present meeting.  **Outcome**  There were no matters arising from the minutes that required further discussion and/or had not been included elsewhere on the agenda. |
| **10.** | | **HEAD TEACHER’S REPORT** |
| 10.1  10.2  10.2.1  10.2.2  10.2.3  10.2.4  10.2.5  10.2.6 | | **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  The Head Teacher reported the recruitment of temporary office administrator support. This was to provide extra support to the school office in the morning. It was also confirmed the play facilitator role had been recruited to.  Pupil and Academy Characteristics  Governors noted that attendance was at 95.6%. The Head Teacher highlighted that a good level of attendance within EYFS was an issue and that trustees were aware of attendance issues across the trust. At the last board of trustee meeting of Ironstone Academy Trust, trustees agreed for the CEO to investigate options so attendance could be improved across the trust.  Safeguarding  The Head Teacher informed governors that Safeguarding First would be carrying out a safeguarding audit at the school on 4 July 2017.  Standards  The Head Teacher confirmed that all staff had Raising Achievement Plans to show response to year group needs for vulnerable pupils (ie where progress was needed to be made).  Nick Gibb MP Letter  A copy of a letter from Nick Gibb MP had been circulated with the meeting papers, congratulating the school for the very high level of progress pupils in the school were making. The school’s results, as published on 15 December 2016, showed that the school was amongst the top 3% nationally of schools in England in terms of progress the pupils were making between key stages 1 and the end of key stage 2 in English reading, writing and mathematics.  Presentation from Mr P Robinson on Data  The Chair confirmed that it was important for data to be communicated in an accessible format. It was noted that last term the data was presented for KS1 and KS2 end of year results.  The Chair presented autumn term 2016 assessments for Year 2 and Year 6 groups. It was noted that the data could then be compared further when the spring and summer data was available.  A copy of the assessment sheet was presented to governors. It was noted that there were a list of objectives for each year group, names of the children and green notified that the child had met the objective; orange meant the child was on target to meet the objective and red meant that more intervention was required for the child. From the assessment sheet the school could track work that children were struggling with. The assessment sheets then formed the basis of the data charts.  The Chair presented data from autumn 2016 compared with the data from autumn 2015. Governors monitored the data shared.  It was noted that the Chair would want to develop information on EYFS and the Chair would work with the Head Teacher on benchline data that could be presented to governors. **ACTION: Chair and Head Teacher**  The Chair highlighted that within the last Ofsted inspection it was acknowledged that improvements could be made to EYFS. The Head Teacher noted that the school had overstaffed EYFS to allow for more interventions to take place and allowed for one to one support.  **Outcome**  EYFS data would be presented in the summer term. **ACTION: Chair and Head Teacher** |
| **11.** | | **SCHOOL IMPROVEMENT MID-YEAR REVIEW** |
| 11.1  11.1.1  11.1.2  11.2  11.3 | **Purpose:**  A copy of the updated standards of attainment SEF 2016 had been circulated to governors along with the short form SEF.  In addition updated documentation on leadership and management, quality of teaching and learning, behaviour and safety had been circulated to governors.  **Discussion and Challenge:**  The Head Teacher confirmed that the SEF documentation would be reviewed to standardise the report in line with other schools within the trust. **ACTION: Head Teacher**  **Outcome:**  Governors noted the reports. | |
| **12.** | | **FINANCIAL REPORT** |
| 12.1  12.1.1  12.1.2  12.1.3  12.2  12.2.1  12.2.2  12.2.3  12.3  12.3.1  12.3.2  12.4  12.4.1  12.4.2  12.4.3  12.5  12.5.1  12.5.2  12.5.3 | | 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**  Following a query from a governor as to private school fund, the Head Teacher confirmed that donations and/or voluntary funds were reported within the management accounts information.  A governor questioned whether the school kept some of the allocated budget back to hold in reserves. The Head Teacher confirmed that the school kept money in reserves. The amount that the school should have within its reserves would be discussed by trustees at the Finance and General Purposes Committee on 9 March 2017.  **Outcome**  Governors noted the Bursar’s Report.  Risk Officer Report  **Purpose**  A copy of the risk officer report from Anderson Barrowcliff had been circulated with the meeting papers to highlight items that the auditors noted during the course of the audit.  **Discussion/ Challenge**  The Head Teacher confirmed that in light of the report, the school had produced a risk register and risk management plan. The school would be creating a disaster recovery plan, which would be shared with the local governing body at the next meeting. **ACTION: Head Teacher**  **Outcome**  Governors noted the client responses to the report and acknowledged most of the items had been actioned by the school.  Outturn Breakdown  **Purpose**  A copy of the outturn breakdown had been circulated with the meeting papers to highlight where income and expenditure had deviated from the original budget plan as at the point of conversion.  **Outcome**  Governors noted the report.  Management Accounts  **Purpose**  A copy of the management accounts information had been circulated to governors in advance of the meeting. The information highlighted current spend to date compared to the original budget.  **Discussion**  Governors queried the amount that had been spent on photocopying charges. The Head Teacher confirmed that the school had paid extra to terminate the photocopying contract which had increased the overall photocopying costs for the year. Overtime the extra money paid to terminate the contract would be recouped due to the amount saved on the new contract.  **Outcome**  Governors noted the management accounts information.  ZETLAND PRIMARY TRIAL BALANCE  **Purpose**  A copy of the school’s trial balance for the period 1st October 2016 to 31st December 2016 had been circulated to governors in advance of the money to highlight total spend against the budget for the stated period.  **Discussion**  Governors noted that the breakfast club was running at a small profit. The Head Teacher reported that the money gained would be used to purchase some new equipment for the children.  **Outcome**  Governors noted the FINDET. |
| **13** | | **UPDATE FROM IRONSTONE ACADEMY TRUST** |
| 13.1  13.2  13.2.1  13.2.2 | | **Purpose:**  A copy of the minutes of the members meeting of Ironstone Academy Trust held on 4 October 2016, along with copies of minutes of the board of trustee meetings held on 6 October 2016 and 30 November 2016, were circulated 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:**  Governors noted that the members meeting on 4 October 2016 and board of trustees meeting held on 6 October 2016 dealt largely with procedural issues.  The Clerk highlighted that a Condition Improvement Fund bid had been submitted by the trust. The Head Teacher reported that the trust had bid for roof improvements on behalf of the school. It was confirmed that if successful, the school would need to contribute £9-10,000 for the works. Governors noted that there would be capacity within school for the work to be done over the summer holiday period. Due to his experience, Mr D Thompson confirmed that he could support the Head Teacher with building and maintenance issues. **ACTION: Head Teacher and Mr D Thompson** |
| **14** | | **CHAIR’S CORRESPONDENCE/ REPORT**  The Chair confirmed that he had received a letter from Mrs D Ives tendering her resignation from the local governing body. The Chair confirmed that he would write to Mrs D Ives and thank her for her contribution to the governing body of the school. **ACTION: Chair** |
|  | |  |
| **15.** | | **ZETLAND PRIMARY SCHOOL POLICY REVIEW**  There were no policies to be reviewed by the local governing body. |
| **16.** | | **LOCAL GOVERNORS’ ASSOCIATION REPRESENTATIVE**  It was confirmed that the Chair had taken on the role as the local governors’ association representative. Unfortunately the local governing body meeting clashed with the local governors’ association meeting so was unable to attend. |
| **17.**  17.1  17.2  17.3  17.4  17.5 | | **LOCAL AUTHORITY TERMLY BRIEFING PAPER**  Governors noted that the Local Authority Termly Briefing Paper had been included within the meeting papers. The Clerk highlighted the key areas of the paper as follows:  Improving Governance  In December 2016 Ofsted published the findings of a survey commissioned by Her Majesty’s Chief Inspector (HMCI) to investigate the challenges facing governing bodies in schools and to find out what makes good governance. The key findings were set out within the local authority paper and recommendations were made to the governing body.  Governance Handbook  An updated version of the Governance Handbook was published by the Department for Education in January 2017. The briefing paper set out what had changed within the governance handbook and recommended actions were highlighted for governors’ information. It was confirmed that Governance Support recruitment literature for parent governor elections would be amended to make clear the governing body’s expectations, circumstances and ideal requirements of prospective candidates and request that candidates demonstrate in their personal statement the elements listed. In addition changes to the code of conduct, register of interests and procedure for appointing a chair and vice chair would also be updated by the Governor Support Service.  Competency Framework  Alongside the updated Governance Handbook the Department for Education had published a Competency Framework for Governance which aimed to help governors successfully meet challenges regarding increased responsibility and accountability of governors. The main purpose of the Competency Framework was for governing boards to review and evaluate their own practice and identify strengths and areas of development. The 16 competencies grouped under the headings of ‘six features of effective governance’ were included within the termly briefing paper.  Ofsted Inspection Update  Ofsted produces regular newsletters to provide inspectors and stakeholders with information and guidance about Ofsted’s inspection work in schools. Extracts from the November 2016 newsletter were reproduced within the paper for governors’ information. The Clerk highlighted the importance of making sure governance information was up to date. The Clerk would circulate up to date governance information including: governor names, attendance and register of business interests. **ACTION: Clerk and Head Teacher.** |
| **18.**  18.1  18.2 | | **SKILLS AUDIT**  **Purpose:**  A copy of the NGA skills Audit had been circulated in advance of the meeting to help the local governing body identify any skills and knowledge required to deliver their function.  **Outcome:**  Governors were asked to complete the audit and return their completed form to the Clerk. **ACTION: Governors and Clerk** |
| **19.**  19.1  19.2 | | **GOVERNOR TRAINING ISSUES/REPORT**  **Purpose:**  As part of the governing body’s continued development a training report was circulated for governors’ information.  **Discussion:**  Governors noted that they had also attended the Keeping Children Safe in Education training delivered by Pete Davies, Safeguarding Consultant to members, trustees, governors and staff of Ironstone Academy Trust. |
| **20.**  20.1  20.2 | | **ANY OTHER BUSINESS**  Transforming Tees  The Head Teacher confirmed that he had been on a training course with Transforming Tees. Governors were informed that the Head Teacher was providing leadership support within the allocated school.  Education Endowment Foundation  The Head Teacher confirmed that the school was on the North East board for the literacy steering group. It was confirmed that this was good recognition for the school. |
| **21.** | | **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 * Short Form SEF * Long Form SEF * Documentation on leadership and management, quality of teaching and learning and behaviour and safety |
| **22.** | | **DATE AND TIME OF NEXT MEETING**  The next meeting of the local governing body was due to take place on Wednesday 21st June 2017 at 4.00 pm. |
| **23.** | | **IDENTIFICATION OF MATTERS FOR TRUSTEES**  There were no matters identified for trustees. |

Meeting closed at 6.10 p.m.

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

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

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