

**LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL
MINUTES OF A MEETING HELD ON MONDAY 20 NOVEMBER 2017**

INCLUDING CONFIDENTIAL APPENDIX

Governors Present:

<u>Trustee Appointed Governor:</u>	Mrs E McGlasson
<u>Parent Governor:</u>	Mrs L Kettlewell (Chair)
<u>Head Teacher:</u>	Mr S English
<u>Staff Governor:</u>	Mrs S Young
<u>Non-Governing Staff Member:</u>	Mrs T Barnes (School Business Manager)

Clerk:

Jonathan Gordon, Redcar and Cleveland School Governance Support Service

Also Present:

Mr Jamie Douglas, prospective trustee appointed governor.

Mrs Shelia Leng, prospective trustee appointed governor.

Mrs Elizabeth Berry, prospective staff governor

The meeting was held at the school and started at 4.00 pm. Of the 7 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.

1. APOLOGIES AND CONSENT TO ABSENCE

1.1 Apologies had been received from Mr D Thompson, Ms M Hill and Mr P Robinson.

1.2 **RESOLVED** to consent to the absences of the above named governors. **ACTION:**
Clerk

1.3 The Chair welcomed prospective governors to the meeting.

2. ANY OTHER BUSINESS

The Head Teacher declared multi academy trust governance matters and lockdown procedure under Any Other Business.

3. DECLARATIONS OF INTEREST

3.1 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.

3.2 Governors were also asked to complete the register of business interest form and return signed copies to the Clerk. **ACTION: Governors and Clerk.**

4. APPOINTMENT OF CHAIR FOR 2017/18

- 4.1 Governors had been invited in advance of the meeting to express their willingness to serve as Chair of Governors for the academic year 2017/18. Mrs L Kettlewell expressed her willingness to be re-appointed Chair of the local governing body.
- 4.2 Mrs L Kettlewell left the meeting to allow governors to consider her appointment.
- 4.3 RESOLVED to appoint Mrs L Kettlewell Chair for academic year 2017/18.
ACTION: Clerk
- 4.4 Mrs L Kettlewell re-attended the meeting and was informed of her appointment. Mrs L Kettlewell chaired the rest of the meeting.

5. APPOINTMENT OF VICE-CHAIR FOR 2017/18

- 5.1 Governors had been invited in advance of the meeting to express their willingness to serve as Vice Chair of Governors for the academic year 2017/18. Mr P Robinson had put his name forward in advance of the meeting.
- 5.2 RESOLVED to appoint Mr P Robinson as Vice-Chair for the academic year 2017/18.
ACTION: Clerk
- 5.3 The Head Teacher and governors thanked Mr Robinson for him acting as interim chair, last academic year.

6. MINUTES AND MATTERS ARISING

6.1 Purpose

Minutes of the local governing body meeting held on 21 June 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 that meeting which would not arise during the course of the present meeting.

6.2 Outcome

- 6.2.1 RESOLVED that the minutes of the meeting held on 21 June 2017 be approved and signed by the Chair. **ACTION: Chair**
- 6.2.2 There were no matters arising from the minutes that would not be dealt with elsewhere on the agenda.

EVALUATION OF PERFORMANCE, COMPLIANCE AND RISK MANAGEMENT

7. HEAD TEACHER'S REPORT

7.1 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 Key Performance Indicators (KPIs).

7.2 **Discussion/Challenge:**

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

Attendance

7.2.2 Governors noted that attendance was at 96.5%. This was below the trust and school target of 97%. The Head Teacher informed governors of the updated attendance policy that had been implemented across the trust. The new policy was regarded as more stringent. Parents were informed of their child's attendance more regularly but as a result there was more administration required from office staff.

Behaviour

7.2.3 Ian Hart, External Consultant, carried out a safeguarding walk at the school and he regarded the behaviour as 'outstanding'. An area for improvement was more storage for equipment, especially for Breakfast Club.

KPIs

7.2.4 How the school was performing against trust wide KPIs were presented to governors and would be reported to trustees.

7.3 **Outcomes**

7.3.1 KPIs would be reported to trustees. **ACTION: Trustees**

8. **EXTERNAL REVIEWS/ REPORTS**

8.1 **Purpose**

The local governing body required independent and external validation of information provided by the Head Teacher. On this occasion the safeguarding action plan, as suggested by Pam Gartland, Safeguarding Consultant was available for the meeting.

8.2 **Discussion**

8.2.1 The Head Teacher informed governors that a safeguarding audit was carried out by Pam Gartland in July 2017.

8.2.2 Governors noted that the school now used the Child Protection Online Management System (CPOMS). The Head Teacher had monthly reviews with Julie Barnett to assess caseloads and action changes to the vulnerable children's register.

8.2.3 The Chair and Mrs McGlasson reflected on their recent visit to the school to consider whether the safeguarding action plan had been progressed. The Chair and Mrs McGlasson noted that on the whole the actions reflected in the plan had been followed up.

8.2.4

The Head Teacher informed governors of the suggestion to have a member of staff on reception to let children in to breakfast club and to ensure no parents were allowed in the building unsupervised. Governors noted that this would be an extra cost to the school and Breakfast Club staff were not asking for an additional member of staff. A governor suggested ensuring that a message was on the door for parents to not come into the school without a member of staff and to have a Breakfast Club agreement that parents would not let others into the building.

8.2.5

Mrs McGlasson reported that there were a number of bags and coats lying around on the floor. Governors therefore challenged the Head Teacher to introduce coat/hall monitors to ensure there was a tidier environment.

8.2.6

Governors reported to the Head Teacher that a number of parents were parking in front of the nursery entrance. Governors therefore challenged the Head Teacher to remind parents through a letter/ on the school newsletter for parents not to do this as it was a risk to children.

8.2.7

The Head Teacher informed governors that the School Council completed a half termly health and safety walk with the caretaker/ school business manager and they reported back on their findings. Governors noted that this was a good use of pupil voice.

8.2.8

The Chair raised an issue regarding Year 5 and Year 6 at Breakfast Club and being able to go outside with other pupils on the playground between 8.30 am and 8.45 am. It was unclear to governors whether there would be any discrepancies with fire registers. The Head Teacher noted that Year 5 and 6 children could walk to school by themselves so did not want them to feel patronised/victimised by not being allowed outside with peers, yet safeguarding and ensuring fire registers were complied with was also important. It was agreed that the Head Teacher would speak to Breakfast Club and organise the best procedure to follow.

8.3

Outcome

8.3.1

The Head Teacher would organise coat/hall monitors. **ACTION: Head Teacher**

8.3.2

The Head Teacher would discuss morning procedures with Breakfast Club, regarding parents being let into the building as well as procedures around fire registers. **ACTION: Head Teacher**

9. SCHOOL SELF-EVALUATION FRAMEWORK (SEF)

9.1 Purpose

9.1.1 A copy of the short form SEF had been circulated to governors in advance of the meeting.

9.1.2 In addition, the 2017 standards of attainment SEF had been circulated to highlight school attainment data in each key stage as well as progress. Conclusions and areas of focus were identified within the document as appropriate.

9.1.3 A copy of the report provided from Ian Hart detailing performance information in: phonics, reading, writing and maths was also identified for governors' information.

9.2 Discussion/ Challenge

- 9.2.1 The Head Teacher reported the good attainment and progress of pupils by the end of Key Stage 2 (KS2). It was important for the school to maintain the attainment and progress results.
- 9.2.2 Ian Hart's report was considered by governors. Although grading the school as 'good' it was felt that small improvements to some groups/ areas (for example, middle attaining girls) would make the school 'outstanding'.
- 9.2.3 The Head Teacher informed governors that the curriculum was balanced for boys and girls. The KS2 curriculum for this academic year would allow for more open ended investigation in maths.

9.3 **Outcome**

Governors noted the reports. The Head Teacher would update the attainment and standards SEF to be more in line with the wording contained within Ian Hart's performance information report. **ACTION: Head Teacher**

10. **SCHOOL IMPROVEMENT PRIORITIES**

10.1 **Purpose**

A copy of the School Improvement Plan (SIP) had been circulated to highlight to governors the key priorities as well as providing the process through which all those involved in the management and development of the school were drawn to make their respective contribution. Staff, governors, parents and pupils all had their part to play in the process. The SIP became a statement of management intentions and was a central document in both internal and external monitoring of the school's progress.

10.2 **Discussion/ Challenge**

Governors were notified of the key priorities as follows:

- Raise the levels of Good Level of Development (GLD) by the end of reception to be in line with national averages for girls, boys and pupil premium children through effective use of assessment to inform provision and ensure appropriate challenge.
- Raise the percentage of girls and pupil premium children attaining Year 1 age expected levels in phonics to be at national average.
- Raise the middle attaining girls to reach greater depth by the end of Key Stage 1 (KS1) to be in line with national averages.
- Raise the percentage of more able girls to reach greater depth by the end of KS2.

10.3 **Outcome**

Governors noted the priorities.

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

- 11.1 The Chair and Mrs McGlasson had provided feedback as part of agenda item 8. In addition, the Chair confirmed she had been in to school and had discussions on phonics. A plan was in place to increase phonics testing this academic year.
- 11.2 The link governor structure would be discussed as part of agenda item 22.

12. RISK REGISTER

- 12.1 A copy of the risk register had been circulated to identify: risks, risk consequences, existing internal controls/ evidence, risk scores, whether the risk was fully or partially met and who was responsible for the risks had been circulated for governors' monitoring purposes.
- 12.2 The Head Teacher would discuss with the Trust Finance and Business Officer how the risks were calculated. **ACTION: Head Teacher**

FINANCE

13. FINANCIAL MONITORING 2017/18

13.1 Purpose

A copy of the management accounts for the period 1 October 2016 to 31 August 2017 as well as the management accounts for the current financial year had been circulated for governors' information.

13.2 Discussion/ Challenge

- 13.2.1 The School Business Manager informed governors of the increase of financial responsibility since becoming an academy. The school was audited three times a year by accountants.
- 13.2.2 In response to a question from a governor on the management accounts for the current financial year, the School Business Manager confirmed that approximately 25% of the budget should have been spent to date. It was noted that there had been an increase in capital funds as the school had been successful in relation to its roof Condition Improvement Fund (CIF) bid.
- 13.2.3 A governor questioned whether the reserves for the trust were included within the management accounts. The Head Teacher confirmed that they were not included.
- 13.2.4 In relation to the vandalism on the roof, a governor questioned whether the school would receive any money from insurance. The Head Teacher and School Business Manager confirmed that there was a £500 excess that had to be paid but the school was expecting some insurance monies for the damage.
- 13.2.5 The Head Teacher informed governors that there were eight pupil premium children less this academic year which would have an impact on pupil premium funding.
- 13.2.6 The School Business Manager tabled an assets disposal report for approval.

13.3 Outcome

- 13.3.1 Governors noted the management accounts.
- 13.3.2 Governors approved the asset disposal report.

14 SCHOOL BUSINESS MANAGER REPORT

14.1 Purpose:

A copy of the School Business Manager's Report had been circulated with the meeting papers to provide an insight into the finance and administration of the school.

14.2 Outcome

Governors noted the report.

15. INDICATIVE 3 YEAR BUDGET PLAN

15.1 Purpose

As part of the financial trust cycle, the local governing body was to propose a 3 year budget plan to trustees.

15.2 Discussion/Challenge

15.2.1 The Head Teacher informed governors that the trust was looking into budget planning tools which would support financial planning.

15.2.2 Governors noted that £30,000 of savings would need to be made for the next academic year.

15.2.3 The Head Teacher reported that pupil premium funding was going to be lower next academic year due to a reduction in the amount of pupil premium children at the school.

15.3 Outcome

Governors recommended the three year budget plan for consideration by trustees.

ACTION: Trustees

The School Business Manager left the meeting.

16. PUPIL PREMIUM REPORT 2016/17 AND PUPIL PREMIUM STRATEGY 2017/18

16.1 Purpose

16.1.1 A copy of the pupil premium strategy and impact document 2017/18 had been included with the meeting papers for governors' information. Included within the document was a review of the previous year.

16.1.2 The Head Teacher tabled an updated pupil premium sheet, outlining how the school had allocated pupil premium funding for 2017/18.

16.2 Discussion/ Challenge

16.2.1 The Head Teacher informed governors that the main strategy was to allocate pupil premium funding in Early Years and KS1 to diminish the difference as soon as possible. The school did not allocate as much funding in KS2.

16.2.2 Pupil premium funding allowed for additional teaching assistant hours for planning, preparation and intervention support.

16.2.3 In response to a question from a governor the Head Teacher would put together a list of interventions for governors' information.

16.3 **Outcome**

16.3.1 Governors noted the report and tabled information. The Head Teacher confirmed that the information was also on the school's website, to comply with its statutory requirements.

16.3.2 The Head Teacher would put together a list of interventions for governors' information.

ACTION: Head Teacher

17. **SPORT PREMIUM REPORT 2016/17 AND SPORT PREMIUM STRATEGY 2017/18**

17.1 **Purpose**

A copy of the sports premium report for 2016/17 and sport premium strategy for 2017/18 had been included with the meeting papers for governors' information.

17.2 **Discussion/ Challenge**

17.2.1 The Head Teacher confirmed that the school had received additional funding due to the 'Sugar Tax'.

17.2.2 Some of the money would be used on training leaders in Year 5 and 6 to support the delivery of PE.

17.2.3 In addition, the school was looking to update its EYFS outdoor provision.

17.3 **Outcome**

Governors noted the reports.

18. **SEN INFORMATION REPORT**

18.1 A copy of the SEN information report had been circulated to governors in advance of the meeting for information purposes.

18.2 The school was complying with its statutory requirements in having the SEN information report on its website.

18.3 The Head Teacher confirmed that the results and progress of SEN children in the school was 'outstanding'. Governors were informed that SEN data was available within Anthony Conlin's reports. Governors requested the Head Teacher sent this information to them.

ACTION: Head Teacher

19. **FINANCIAL HANDBOOK**

The trust had updated the Financial handbook and it was circulated to the local governing body for information.

20. PERFORMANCE MANAGEMENT AND PAY ARRANGEMENTS/ STAFFING MATTERS/STRUCTURE

- 20.1 The Head Teacher informed governors that all staff had a successful performance management review.
- 20.2 The school was awaiting the Pay Policy at trust level to be approved.
- 20.3-7 Due to the confidential nature of the information the discussion was recorded within a confidential appendix.

See Confidential Appendix

GOVERNANCE

21. MEMBERSHIP UPDATE

21.1 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.

21.2 Discussion/ Challenge

- 21.2.1 Governors noted the number of vacancies on the local governing body.
- 21.2.2 Mr Jamie Douglas had been appointed by trustees and was awaiting a DBS certificate. Mr Neil O'Brien had been appointed by trustees, subject to the Head Teacher meeting with him and a DBS check.
- 21.2.3 Mrs Shelia Leng and Mrs Elizabeth Berry were in attendance as prospective governors.
- 21.2.4 A parent governor election had been held and a nomination had been received from Mrs Kerry French.
- 21.2.5 Governors discussed link governor roles. A copy of the link governor document was presented at the meeting. Included within the link governor document were link governor evaluation forms which were to be completed by governors on visiting the school.

21.3 Outcome

Governors recommended Mrs Shelia Leng, Mrs Kerry French and Mrs Elizabeth Berry be appointed to the local governing body, subject to trustee approval and DBS checks.
ACTION: Trustees

22. GOVERNOR MONITORING AND EVALUATION ARRANGEMENTS

22.1 Purpose

Governors were to agree link governor roles and groups in order to arrange visits to school and challenge information received in governing body meetings.

22.2

Outcome

22.2.1

Governors were invited to attend the school on 9th January 2018 for the end of term standards meeting and on Friday 19th January 2018 for discussions on attainment with staff and for a learning walk around school. **ACTION: Governors**

22.2.2

Link governor groups were agreed as follows:

- EYFS- Mr P Robinson and Mrs K French
- KS1- Mrs E McGlasson and Ms M Hill
- Year 3 and 4- Chair and Mr D Thompson
- Year 5 and 6- Mr J Douglas and Mrs S Leng

22.2.3

Link governor roles were agreed as follows:

- SEN- Mrs E McGlasson and Mrs S Leng
- Pupil Premium- Mrs S Leng

22.2.4

The Head Teacher would discuss with Ms M Hill whether she wanted to continue as safeguarding governor. Mrs E McGlasson would be Designated Safeguarding Governor if Ms Hill no longer wanted to continue in the role.

22.2.5

Governors were encouraged to attend the school termly in their link governor groups. **ACTION: Governors**

23. UPDATE TO CODE OF CONDUCT

23.1 Purpose

Copies of the updated Governing Body Code of Practice had been circulated to governors to review.

23.2 Outcome

RESOLVED by governors to agree to and sign the Code of Conduct. **ACTION: Governors**

24. GOVERNOR TRAINING ISSUES/ REPORT

As part of the governing body's continued development a training report was circulated for governors' information.

OTHER

25. IRONSTONE ACADEMY TRUST UPDATE

25.1 Information relating to the continued development of the academy trust had been conveyed throughout the meeting. Minutes of the most recent meetings of the Trust Board and Members were also circulated for information purposes.

25.2 Governors noted the minutes.

26. DATA PROTECTION UPDATE

A copy of the Information Commissioners Office guidance as well as an audit tool had been circulated to governors for information on data protection. Trustees had recommended that all local governing bodies be made aware of the General Data Protection Regulation which was coming into force on 25 May 2018.

27. CAREERS EVENT

27.1 The Chair reported the local governing body's duty of connecting the school with the wider community of business and other professional people in order to enhance the education and career aspiration of pupils. In response, the Head Teacher notified governors of science events pupils were involved with. Pupils used to go to Prior Pursglove College to see what college lessons were like.

27.2 The Chair considered that governors could play an important role in raising aspirations for pupils and suggested that she could provide a presentation to pupils on her line of work, as well as organising a career week. Other governors provided feedback that they felt that they could also make a contribution.

27.3 The Head Teacher would organise a careers week, the penultimate week of the spring term. Governors were to think of ideas they could offer. **ACTION: Head Teacher and Governors.**

27.4 Careers Event was to be an agenda item at the next local governing body meeting. **ACTION: Agenda Item/ Clerk**

28. ZETLAND PRIMARY SCHOOL POLICY REVIEW

28.1 Purpose:

In accordance with the agreed policy review schedule, policy documents were reviewed regularly and as and when changes in statutory requirements were introduced. The updated policy documents on: Child Protection, Peer on Peer Abuse Policy and SEND Policy were presented to governors for consideration.

28.2 Outcome:

RESOLVED by governors to approve the above named policies.

29. CHAIR'S CORRESPONDENCE/ REPORT

The Chair had received no items of correspondence.

30. TERMLY BRIEFING PAPER

A comprehensive briefing paper had been circulated by email to all governors with hard copies available to those with no email access. The paper provided advice and guidance on admissions, code of conduct, Ofsted school inspection update, exclusions guidance, data protection regulation, annual general meetings for academy trusts as well as termly tasks for governing boards. There were no action points for governors which had not been addressed elsewhere in the meeting.

31. ANY OTHER BUSINESS

31.1 Multi Academy Trust Governance Matters

The Vice-Chair had requested a meeting of the Chair, Vice-Chair, Head Teacher and Carl Faulkner (CEO) to ensure that there were no gaps between what the trust board were considering and what the local governing body considered. **ACTION: Chair, Vice-Chair and Head Teacher**

31.2 Lockdown Procedure

The Head Teacher informed governors that the school had practiced a lockdown procedure as well as informing pupils, in an assembly, as to what to do in a lockdown situation.

32. 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;
- Confidential discussion on staffing matters;
- Confidential appendix to the minutes dated 21 June 2017;
- Governor personal statement.

33. IDENTIFICATION OF MATTERS FOR TRUSTEES

The following matters were identified for consideration by trustees:

- KPIs
- 3 Year Budget Plan
- Appointment of Governors

34. DATE AND TIME OF FUTURE MEETINGS

Governors were reminded that meetings would be held at 4.00 p.m. on:

- Thursday 22nd February 2018
- Wednesday 20th June 2018

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: _____

DRAFT