

**LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL
MINUTES OF A MEETING HELD ON THURSDAY 22 FEBRUARY 2018**

Governors Present:

<u>Trustee Appointed Governor:</u>	Ms M Hill, Mrs S Leng, Mr P Robinson (Vice-Chair) 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
<u>Non-Governing Staff Member:</u>	Mrs T Barnes (School Business Manager)(part of the meeting) and Mr P Richardson (Deputy Head Teacher)

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.

Prior to the start of the meeting, the Head Teacher presented the new online Educational Visit database. Educational Visits would be dealt with through the Evolve online platform. The Head Teacher showed governors a form that had already been completed in relation to an educational visit. A governor questioned one of the residual risks being medium and whether residual risks should always be low. The Head Teacher would make enquiries. **ACTION: Head Teacher**

1. APOLOGIES AND CONSENT TO ABSENCE

- 1.1 Apologies had been received from Mrs L Kettlewell (Chair), Mr J Douglas, Mrs B McGlasson and Mrs E Berry.
- 1.2 RESOLVED to consent to the absences of the above named governors. **ACTION: Clerk**
- 1.3 In the absence of the Chair the Vice-Chair chaired the meeting.

2. ANY OTHER BUSINESS

The Vice-Chair declared SharePoint and the School App for consideration under Any Other Business.

3. 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.

4. MINUTES AND MATTERS ARISING

4.1 **Purpose**

Minutes of the local governing body meeting held on 20 November 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.

4.2 **Outcome**

4.2.1 RESOLVED that the minutes of the meeting held on 20 November 2017 be approved and signed by the Vice-Chair. **ACTION: Vice-Chair**

4.2.2 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

5. HEAD TEACHER'S REPORT

5.1 **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).

5.2 **Discussion/Challenge:**

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

School Development Plan Update

5.2.2 Key Stage 1 (KS1) Phonics- time had had been spent teaching phonics in differentiated groups. Phonics testing had been used more regularly to establish what was known by pupils and what needed to be covered in greater detail to increase pupils' understanding.

Main Headlines

5.2.3 KS1 and Key Stage 2 (KS2) have a number of Special Educational Needs and Disability (SEND) children with significant, complex and challenging needs requiring a high degree of adult support and intervention throughout the day, including playtimes so that individual SEND needs as well as the needs of all children were met. In response to governor questioning, the Head Teacher noted there were approximately four children which required one to one support.

Teaching Performance

5.2.4 The quality of teaching across school was good, with outstanding practice demonstrated. Mid-year performance management reviews would take place over the rest of the term.

Attendance

- 5.2.5 At the time of writing the report, attendance was at 95.8%. A drop in attendance was mainly caused by Chicken Pox and Scarlett Fever. In response to a governor question, the Head Teacher noted that the attendance figures did not include nursery, but attendance was continually encouraged in the nursery setting and initiatives used to raise the profile of attendance.
- 5.2.6 A governor during a learning walk observed the amount of work that was done in relation to chasing and improving the attendance of children. The Head Teacher reported on the updated attendance policy of Ironstone Academy Trust (effective from September 2017) and the increase in sending out letters, noting the increase of work for office based staff. The trust purchased the services of Jill Benson, Education Welfare Officer, for one day a week to support schools across the trust on attendance matters. Without discussing details, the Head Teacher noted that one child was now in formal monitoring attendance procedures.
- 5.2.7 A governor questioned whether attendance was better among boys or girls. The Head Teacher would check attendance figures and report them back to governors.

Safeguarding

- 5.2.8 Safeguarding training was detailed within the Head Teacher's report. Governors noted that Mrs McGlasson had attended Core Level 3 safeguarding training to support her in her role as Designated Safeguarding Governor.
- 5.2.9 Mrs O'Connor as Breakfast Club lead had also attended neglect and Core Level 3 safeguarding training.
- 5.2.10 The school would continue to use Safeguarding First at a higher level to ensure an audit of safeguarding processes.

5.3 **Outcomes**

- 5.3.1 KPIs would be reported to trustees. **ACTION: Trustees**
- 5.3.2 The Head Teacher would check attendance figures in relation to boys and girls and report them back to governors. **ACTION: Head Teacher**

6. **SAFEGUARDING**

Safeguarding had been addressed when considering the Head Teacher's report.

7. **DATA/ STANDARDS PRESENTATION**

- 7.1 The Vice-Chair presented Autumn 2017 data to governors. The data for individual areas of reading, writing and maths could be compared between year groups and different groups of children. For example between pupil premium, non-pupil premium and SEND children.
- 7.2 Governors noted that the information contained within the data charts could be used by them to generate discussion during their link governor visits.
- 7.3 The Vice-Chair confirmed that each year group was different and the data would

demonstrate that. It was for governors to discuss with teachers and the Senior Leadership Team through link governor meetings, as to the reasons why there were differences between the cohorts.

- 7.4 A development point for the data would be to input EYFS information, so data could be tracked for those children right throughout school.

7.5 **Outcome**

The Vice-Chair confirmed that he would send out the data charts to all governors so the data could be analysed and challenged. **ACTION: Vice-Chair**

8. SCHOOL IMPROVEMENT PRIORITIES

8.1 **Purpose**

- 8.1.1 A copy of the updated School Development Plan (SDP) had been circulated to highlight to governors the key priorities, as well as progress, against those priorities.

- 8.1.2 A list of the SDP updates were also summarised in the Head Teacher's report.

8.2 **Outcome**

Governors noted the priorities, progress against the priorities and the summary contained within the Head Teacher's report.

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

9.1 **Purpose**

An opportunity was provided for governors to provide feedback on link governor visits. Enclosed with the meeting papers was a report from the Vice-Chair and a joint report from Mrs Leng and Mr Douglas.

9.2 **Discussion/ Challenge**

- 9.2.1 The Head Teacher confirmed that Mrs McGlasson had also attended the school in relation to her designated safeguarding governor role.

- 9.2.2 The link governor information was published on the school's website.

- 9.2.3 The Vice-Chair confirmed the importance of challenging the Head Teacher and to record the support/challenge after the link governor visits.

- 9.2.4 Mrs Leng reflected on her visit to the school confirming that the children were: engaged, polite, well behaved, proud of their learning and willing to share experiences. It was also good to see a positive relationship between staff and pupils. Additionally, there was no time wasted in class.

- 9.2.5 The Head Teacher noted that the school was changing the way it provided feedback to children on their work. This was to make better use of staff time. The Head Teacher recommended that this might be an area for governor discussion during link governor

visits.

9.3 Outcome

Governors noted the link governor feedback forms and would arrange more link governor visits throughout the academic year. **ACTION: Governors**

FINANCE

10. FINANCIAL MONITORING 2017/18

10.1 Purpose

A copy of the management accounts for the current financial year had been circulated for governors' information and monitoring purposes.

10.2 Discussion/ Challenge

10.2.1 A governor questioned whether the school was on target in relation to its budget plan. The Head Teacher noted that some of the payment cost centres had already been paid in full, for example, some Service Level Agreements (SLAs). The school was receiving money monthly from the Department for Education (DfE) and the SLAs were yearly fees. Additionally, the Head Teacher and the School Business Manager noted where savings had been made across the school such as on: premises, IT and curriculum to try and keep staffing levels high which was seen as having the biggest impact on the progress of pupils. The school was being smart with its spending. There were external factors of the trust which also impacted on the budget such as 'Top Slice' arrangements, SLAs across the trust and the salaries of the Chief Executive Officer and Finance and Business Manager. An email detailing some of the updated costs of the school in relation to trust costs was tabled for governors' information.

10.2.2 Budget planning for the next financial year would begin around Easter.

10.3 Outcome

Governors noted the management accounts.

11. SCHOOL BUSINESS MANAGER REPORT

11.1 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.

11.2 Discussion/Challenge

11.2.1 The School Business Manager detailed her involvement in relation to the improvement of the Reception Class. The School Business Manager worked closely with classroom staff which enabled the school to create the best for the children with: good quality, cost effective spending and utilised what the school already had, whether that was staff or equipment.

11.2.2 A copy of the feedback from pupils in reception was included within the School Business

Manager's report. Governors noted the positivity of the feedback and the impact made on the classroom.

11.3 **Outcome**

Governors noted the report.

12. **SERVICE LEVEL AGREEMENTS**

12.1 **Purpose**

A list of upcoming key contracts and SLAs for review, were detailed within the Head Teacher's report.

12.2 **Discussion/Challenge**

The Head Teacher confirmed that all the head teachers within the trust worked together to get the best quality services at the best value for money.

12.3 **Outcome**

Governors noted the SLAs due for review.

The School Business Manager left the meeting.

13. **STAFFING MATTERS**

13.1 Mid-year reviews would be taking place across the term.

13.2- 13.6 Due to the confidential nature of the information the discussion was recorded within a confidential appendix.

See Confidential Appendix

GOVERNANCE

14. **MEMBERSHIP UPDATE**

14.1 **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.

14.2 **Discussion/ Challenge**

14.2.1 There were two vacancies on the local governing body. The Vice-Chair and Head Teacher confirmed the need to recruit individuals with the right skills for the local governing body.

14.2.2 The Head Teacher suggested having a link governor for performance management.

14.2.3 The Clerk informed governors that the CEO had asked for a volunteer from each local

governing body to meet with the CEO and the chair of trustees/ other trustees for a review exercise that would allow the trust to target any future support for local governing bodies.

14.3 **Outcome**

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

14.3.2 RESOLVED for Mr D Thompson to be the performance management link governor.
ACTION: Clerk to make a note on the local governing body committee structure.

14.3.3 The Head Teacher asked the Clerk to send an email out to the Chair asking if she was available to volunteer and meet with the CEO and chair of trustees for the review exercise. **ACTION: Clerk**

15. **GOVERNOR MONITORING AND EVALUATION ARRANGEMENTS**

15.1 **Purpose**

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

15.2 **Discussion/ Challenge**

Governors noted that link governor visits had taken place across the term. The link governor template forms to complete were on the school's website.

15.3 **Outcome**

Governors would agree further link governor visits with the Head Teacher. **ACTION: Head Teacher and Governors**

16. **GOVERNOR TRAINING ISSUES/ REPORT**

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

16.2 The Head Teacher had spoken to the head teacher of Nunthorpe Primary Academy and noted the impact of an in-house training session with the Redcar and Cleveland Governance Support Service. Due to the number of new governors on the governing body it was suggested that it would be useful to have a training session on the roles and responsibilities of governance and what makes a governing body effective. This would be organised for the summer term. **ACTION: Clerk**

16.3 In response to a question from a governor, the Clerk would circulate other training dates as organised by the Redcar and Cleveland Governance Support Service. **ACTION: Clerk**

OTHER

17. **IRONSTONE ACADEMY TRUST UPDATE**

17.1 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.

17.2 Governors noted the minutes.

18. CAREERS EVENT

A careers week had been organised for 18 June 2018-22 June 2018. A timetable for the event would be created. **ACTION: Head Teacher**

19. DATA PROTECTION UPDATE

19.1 Purpose

In preparation of the General Data Protection Regulations (GDPR) coming into force on 25 May 2018 a copy of an updated Data Protection Policy, Freedom of Information Policy and Data Management Policy had been circulated to governors to be approved and implemented in school.

19.2 Discussion/ Challenge

The Head Teacher provided an update to governors on the GDPR and what it meant for the school. Individuals across the trust have had training on the GDPR requirements. Further training was needed within school.

19.3 Outcome

RESOLVED by governors to approve the above named policies for their implementation within school.

20. TRUST POLICY REVIEW

20.1 Purpose:

20.1.1 A copy of the following policies had been updated by the trust and were for information only:

- Educational Visits Policy and Guidance on Educational Visits
- Complaints

20.1.2 The Child Protection Policy had been updated by the trust and modified where applicable for the school.

20.2 Outcome:

20.2.1 RESOLVED by governors to approve the Child Protection Policy. Governors noted the other policies.

20.2.2 A copy of the Trust Infection Policy would be circulated by the Clerk, for information only. **ACTION: Clerk**

21. 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.

22. TERMLY BRIEFING PAPER

22.1 A copy of the Redcar and Cleveland Governance Support Service Termly Briefing Paper had been circulated for governors' information. The Clerk highlighted the key areas of the paper as follows:

22.2 Ofsted School Inspection Update

Updates were provided on short inspections of 'good' schools.

22.3 GDPR- Privacy Notices Update

22.3.1 The DfE had updated its model privacy notices, which were often issued by schools and local authorities to parents, pupils and staff in relation to data collection. The privacy notices had been enhanced to be compliant with the GDPR.

22.3.2 The governing board was recommended to ensure existing privacy notices were reviewed to meet GDPR requirements. Additionally, the governing board was urged to ensure that an audit of current processes and procedures was completed and an action plan in place so that compliance with GDPR was achieved before the implementation date of 25 May 2018.

22.3.3 Governors had received a GDPR update as part of agenda item 19.

22.4 PE and Sport Premium

22.4.1 For the 2017 to 2018 academic year, there was a new reporting requirement. Schools must now publish how many pupils within their year 6 cohort were meeting the national curriculum requirement to swim competently, confidently and proficiently over a distance of at least 25 metres, using a range of strokes effectively and perform self-rescue in different water-based situations.

22.4.2 The governing board was recommended to review current templates the school had for PE and Sports Premium against templates through the Association for PE and Youth Sport Trust.

Mr D Thompson left the meeting at 6.05 pm

23. ANY OTHER BUSINESS

23.1 SharePoint

The Vice-Chair noted that One IT had been very slow in dealing with requests. The Head Teacher had requested access, to SharePoint, for the Chair in October 2017 and access had still not been provided. The Vice-Chair asked for access, to SharePoint, for all governors to be arranged by Friday 2 March 2018. The Head Teacher confirmed that the Vice-Chairs request would be submitted to One IT. **ACTION: Head Teacher**

23.2 School App

Governors had noted that the School App no longer delivered push notifications. This issue had been picked up by parents. The Head Teacher would liaise with the company

providing the School App to resolve any issues. **ACTION: Head Teacher**

24. 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; and
- confidential appendix to the minutes dated 20 November 2017.

ACTION: Clerk

25. IDENTIFICATION OF MATTERS FOR TRUSTEES

The following matters were identified for consideration by trustees:

- KPIs
- Change to staffing structure

26. DATE AND TIME OF FUTURE MEETINGS

Governors were reminded that the next meeting of the local governing body would be held at 4.00 p.m. on Wednesday 20 June 2018. A governor noted that she would not be able to attend the meeting. A request was made whether the meeting could be moved to Thursday 21 June 2018. The Clerk would email the request to all governors asking for responses. **ACTION: Clerk**

Meeting closed at 6.17 p.m.

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

Chair: _____

Date: _____

