Birtley East Primary School
Governing Body Meeting Spring Term 2017
Tuesday 14 March 2017 at 4 pm
Venue – The School
Quorum – 5

Present: Mr I Bowater (Chair)
Ms A Diggle (Head Teacher)
Cllr Mrs M Foy
Mrs A Fradgley
Miss A Hughes

In Attendance: Mrs C Todhunter (Clerk)

17/01 Apologies for Absence

Apologies were received and accepted from:
Mr Todd and Ms Wales

17/02 Declaration of Business and Other Interests

Governors had personal responsibility to declare any interests both financial and personal as and when they arose and individuals were responsible for declaring an interest by signing the register if one arose between termly meetings. There were no interests declared.

17/03 Governing Body Membership

a) Expiry of Terms of Office

The following expiring terms of office were noted:
Mr E Huggins – Parent – 01/03/17
Mr Huggins would not be seeking re-election.

b) Governor Vacancies

The following vacancies were noted:
1 Parent
2 Co-opted

c) Update Governor’s Contact Details

All governors were asked to check and update their contact details.

17/04 Questions and Updates from the Head Teacher’s Report

The Head Teacher highlighted the following from the circulated/tabled report:

PUPILS:
A family had visited school and hopefully this would increase the numbers on roll – Y1 – 48 / Y2 – 29. Rising numbers were healthy for the school.
ATTENDANCE;
March 17 – 96.4%
There had been a slight drop due to a sickness bug.
SEN:
Currently around 20% of the school roll were on the SEN register. The school bought in 21 sessions of the Ed Psych time to enable the school to support and assess the children quickly.
A governor asked at what point was the parent aware their child was seeing the Ed Psych.
The Head Teacher explained the process and advised that the parents were involved from the SEN support stage and advised that on occasion a professional NHS specialist would recommend the Ed Psych which confused parents as this was the role for the educationalist to make.
SCHOOL IMPROVEMENT PLAN UPDATE/SEF UPDATE:
This was attached to the HT Report.
TARGET AND PROGRESS UPDATE:
Reception – GLD In excess of 60% possible in excess of 80%
Year 1 – Phonics 75%
Year 2 – Reading 80% (GD 30%) / Writing 67% (GD30%) / Maths 80% (GD30%)
Year 6 – Reading –in excess of 60% possibly 80% (GD 30%) / Writing - in excess of 60% possibly 71% (GD 11%) / Maths – in excess of 60% possibly 75% (GD20%)

The Head Teacher explained the make-up of the Y6 children and 21 from the 28 cohort had circumstances that had affected them significantly. There wasn’t more that the school could have done to support them. It was hoped that the progress measure would be good however they were a lovely cohort.

In Year 2 the focus was on greater depth and the strategies implemented were explained to governors.

Reception class were a complex cohort.

OTHER SCHOOL BUSINESS:
3 March – the school welcomed Dame Alison Peacock, CEO of the new Chartered College of Teaching. It was fabulous that people wanted to come and visit our school and that they valued what they saw and their experience. The Twitter feed from Dame Alison Peacock regarding the school visit was highlighted within the report.

INSET:
The school were signing up to the Primary Writing Project which meant a change in the planned Inset Day which would not now be the first day of term.

Governors discussed the impact in Reception when the children had not attended the school’s nursery and this generally resulted in the children being approximately one year behind upon entering Reception.

The Head Teacher commended the support the school received from Gateshead LA.

The Chair thanked the Head Teacher for her reports.
Governor Monitoring & Evaluation

Governors received the following monitoring reports:
Chair – 3 March 2017 – Nursery/Reception/Y1/Y6
Miss A Hughes – 9 February 2017 – Y3
Miss A Hughes – 2 February 2017 – Y4

Budget

a) Approve Budget Plan 2016/17
The Budget Plan 2016/17 had not been completed by the Budget Officer and would be considered at the summer term meeting.

b) Budget Monitoring Report
Copies of the report as at February 2017 had been circulated.
Governors noted the health carry forward of £141,813
The school budget would be fine for the next three years and the school could continue with the current staffing levels.
L3 TA post had been advertised on a fixed term basis until 31 March 2018.
Any future staffing issues would be discussed in the Resources Committee meeting.
£15,000 had been spent on ICT equipment

c) SFVS
Governors were updated on the progress of the SFVS which was approved by the Resources Committee. Governors agreed to ratify the decision to approve it.

Approval of Full Governing Body Minutes and Matters Arising

Copies of the draft minutes from the meeting held on 16 October 2016 had been circulated and were agreed as a true record.

There were no matters arising.

Receipt of Committee Minutes/Other Reports – For Information

Copies of the following minutes had been circulated for information.
Resources – 28 February 2017
Curriculum & Standards would be circulated at the next meeting as the meeting was held today.

Documents for Approval/Discussion

a) Chairs Correspondence
The Chair did not have any correspondence.

b) Policies
Governors approved the following policies had been considered at the Curriculum & Standards meeting:
Chair………………………………
Birtley East Primary School/FGB/14 March 2017

Whistleblowing
Charging & Remissions
Sex & Relationships
Complaint
Child Protection
Behaviour – the policy had been amended and strengthened on restraint
Governors agreed to approve the policy documents which were all on the school website.

17/10 Governor Development

a) Governor Feedback
Chair – HR
The Chair requested the clerk to email him the Governor Competency Framework. 

b) Nominate Governors for Future Training
The new training directory would be produced after the Easter holiday and sent out to all governors.
The clerk recommended that Training be put on all the agendas for the committee meetings.

17/11 Governors Agenda Handbook

For Action

a) School Financial Regulations
Governors received a copy of a report on the delegation of financial responsibilities. The report recommended that the governing body should formally resolve the degree or corresponding responsibility for virements and acceptance of tenders and quotations which they were prepared to delegate, in order that they may discharge their function in an efficient manner.

Governors agreed the following:

Recommendation 1
Each occasion of virements of budget provision, or the acceptance of the lowest tender or quotation should be delegated as follows:

a) Amounts up to £2,500
   Authority delegated to head teacher or in their absence, the nominated deputy.

b) Amounts over £2,500 and up to £5,000
   Authority delegated to head teacher or in their absence the nominated deputy, in consultation with chair/vice-chair.

c) Amounts over £5,000 and up to £10,000
   Approval required from chair or vice-chair.

d) Amount over £10,000
   Approval required from governing body except in matters of urgency when (c) above should apply.
Recommendation 2
The head teacher, or in their absence the nominated deputy together with Chair of Finance to receive and open tenders on the behalf of the governing body.

Recommendation 3
The Head Teacher and Chair of Finance were authorised, subject to the LMS Financial Regulations, to write off debts not exceeding £500.

Recommendation 4
The head teacher or in their absence the nominated deputy, to deal with all insurance matters in accordance with The Schools Financial Regulations (section 8).

Recommendation 5
The Head Teacher and School Business Manager to deal separately with the authorisation of orders.

Recommendation 6
The head teacher or in their absence the nominated deputy, to certify all payroll records.

Recommendation 7
The head teacher or in their absence the nominated deputy, to certify claims by employees for travel and subsistence allowances.

Recommendation 8
The chair, or in their absence the vice-chair, to certify claims by the governors for travel and subsistence allowances.

Recommendation 9
The governing body would review recommendations 1 - 8 annually or following the appointment of a new head teacher and deputy head teacher.

b) The Effective and Challenging Governing Body
Governors were asked to consider the report regarding the Effective and Challenging Governing Body. The report referred to Paragraph 148 of the Inspection Handbook and highlighted what governors would be judged on and the questions asked.
Governors should consider the information provided and determine if and how this applied to your governing body and any action required.

The following reports were for information

c) Children Missing Education (CME)
Governors were asked to note the report.
All governors should understand their staged response for non-attendance as well as ensure that their school adhered to the new reporting guidelines when children stop attending school.

d) Fair Access Protocols
Governors were asked to discuss the Protocols with their Head Teacher, and raise any issues or concerns that they may have. Also data should be received within the Head Teacher report of children
placed in their school via the fair access process.

e) DfE Publications- Competency Framework for Governance
Governors were asked to consider the information provided and determine if and how this applied to their governing body and any action required. For further information following the link: https://www.gov.uk/government/publications/governance-handbook

f) Termly Schools Forum Report
Governors noted the contents of the report and were asked to discuss where relevant and appropriate to do so.

g) Nursery Admissions (30 hour entitlement)
Governors were asked to consider the information within the report and determine if and how this applied to their governing body and any action required.

17/12 Dates & Times of Future Meetings
The following dates and times were agreed:

a) Full Governing Body
   Summer term – 14 June 2017 at 4 pm
b) Committees
   Resources – 22 May 2017 at 3 pm
c) Talking Governors – Thursday 28 April 2016 at 6.00 pm, The Dryden Centre.
d) Monitoring Visits – Learning Walk 6 April 2017 at 1-3 pm

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 5.30 pm.

Action Log

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<tr>
<th>Action</th>
<th>Name</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Email a copy of the Governor Competency Framework to the Chair</td>
<td>Clerk</td>
<td>asap</td>
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<tr>
<td>‘Training’ be put on the agenda for committee meetings</td>
<td>Clerk</td>
<td>Summer term</td>
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