

BIRSTWITH C E SCHOOL
Governing Body Minutes of meeting held on
Tuesday, 1st December, 2015, at 8.30am

Present:	Mrs Bedford	Headteacher
	Mr Baugh	
	Mrs Britton	Chair
	Mrs Johnson	
	Mrs Lacey	
	Mr Van Parys	
	Mr Walker	
	Mrs Marlow	(in attendance as Clark, and also, if required, in her capacity as Business Manager (BM))

1 Welcome and prayer – the Chair welcomed Governors to the last meeting this year with a prayer being offered.

2 Apologies and Consent – Miss Holmes had given her apologies for work reasons. Governors gave their consent for absence. There were no declarations of Business Interest.

3 Minutes of meeting held on 3rd November, 2015 – were considered and agreed therefore it was RESOLVED to approve the minutes of the above meeting with consideration having been given to the following comments: **Governor sought confirmation – which was given - that item 4 relating to the Chair’s feedback from the Headteacher’s Performance Management referred more to the Governors’ approval for *the process* and did not relate to any necessary action. Governor requested feedback information regarding the potential costs the budget might incur for the reimbursement of petrol costs to the Headteacher and Business Manager which, potentially, could be backdated to September, 2014.**

(Action – BM to feedback potential petrol costs to Governors)

Any actions arising:

- Disaster Recovery Plan – agenda item (9) below
- Unsigned Business Interest pro-formas to be signed (AH/AV-P/KL) – with correction of note made that AV-P should have been included *and not BB as on the agenda*. AV-P/KL signed the pro-formas
- School Fund and Time Out Club external end of year audit – included under item (6)

4 Raise on-line - Headteacher qualified that School’s absence data – though not yet updated for 2015 – indicated that School did well in this area compared to national statistics.

The page detailing the KS1 prior attainment of each year group in KS2 enabled Governors to see what expectations for each group would be at the end of KS2 as well as a comparison to national averages. School had had a lower expectation with regard to the 2015 Year 6 cohort, but this drop in attainment data could be tracked back to a lower starting point in their KS1 assessments.

The attainment in the Year 1 Phonics Screening Check was lower than the national average. Those children who did not achieve the required result are having their phonics work in Year 2 appropriately differentiated and their progress closely monitored, and will be retested at the end of this year.

Governor made comment that through her visits into Class 1, she had become aware of the considerable and varied areas on which assessments in the EYFS were made. The teacher qualified that it is often the social and emotional development of the children which requires particular support with **Governor recognition given to the fact that children’s**

different and varied backgrounds, which includes any pre-school provision a child might have, will inevitably have a direct impact on their School start.

Headteacher, with teacher contribution, provided significant detail with regard to the children's levels achieved compared to national averages, both confirming that School's intent and ability to comprehensively know each child very well enabled a clear understanding of a child's level of progress in any area. The KS1 results demonstrated a high Average Point Score (APS) in reading with maths and English results well above the national average. **Teacher qualified in response to Governor's question** that a child usually develops their ability in reading first, with writing following. The gender differences seen in all subjects in the KS1 results could be explained in that there were only 2 boys in the cohort, one of whom was on the SEN register. Both boys are being supported in their learning as they move through Y3.

During discussion regarding the KS2 results, Headteacher explained, without naming the pupils, the individual circumstances surrounding this particular cohort of Y6 children, including those with SEN and the child who arrived in School a term and a half before the SATs tests were taken. She also explained that one child's test results particularly suffered as a consequence of nerves "on the day". However the data demonstrated that they had generally made good or better progress from their individual starting points. One pupil made less than expected progress in reading and one in maths, the circumstances of which were explained to the Governors. Conversely, one pupil in each subject made more than expected progress. **In response to query**, Headteacher confirmed that School's detailed knowledge of the individual child enabled a precise narrative which could be provided to Ofsted to substantiate the results. She affirmed that a very small Year 6 group such as it was could create a sharp divergence in statistical data.

Chair and Governors thanked the Headteacher for the clear and interesting breakdown of this information.

5 Financial Benchmarking – BM had uploaded this comparative data onto LAnywhere with comment made that the included other three schools were also collaborated with a pupil range of between 75 and 95. She confirmed that the data was taken from October 2014 figures and that a number of the graphs displayed similar characteristics across the four schools. TA costs appeared low in comparison to teaching costs as School does not employ an HLTA, with the **Headteacher qualifying to a Governor the potential activities of an HLTA and added that a "usual" coverage was for teachers' PPA time.** She went on to say that **School's PPA time was covered by the swimming activities of Class 2 with the final hour taken by two T A's provision of a teacher-prepared circle time activity.** In addition, **sports activities on Wednesday afternoons covered other teachers' PPA time.** BM qualified that School's higher admin hours / week included her clerk's work and also took account of the responsibilities which sat within her Business Management remit. She added that other schools, with seemingly less admin hours, could well buy into the Bursar Service thereby removing some financial duties which are undertaken by the BM. She confirmed that her work hours within the Bishop Thornton collaboration were not included in this representation and that her contract is with Birstwith School with Bishop Thornton paying by supply reimbursement the work undertaken at the School. School does not currently have a statemented child with Birstwith showing very low on this graph. She anticipated that the ICT learning costs per pupil would show as being quite high in next year's benchmarking as an illustration of all the hardware bought during this last summer period. Building and grounds maintenance costs were comparatively low given the proactive stance taken by the BM in addressing potential problems – Governors were gratified to see that the energy costs were particularly low by comparison with others. The "average class size" graph showed Birstwith as being particularly fortunate with its low class sizes which was reflected by Class 3 (Year 4 children) being very small.

Please see confidential minute regarding this discussion.

6 Finance - Revised Budget v Start Budget 2015 / 2016 – BM clarified, for the benefit of new Governors, the budget setting process for the financial year, confirming that the Revised

Budget amendments were not dissimilar to the September Monitoring Budget figures which Governors had received at their last meeting together with the explanatory notes supporting the adjustments.

INCOME

- *Income of £348,400 based on 85 children on roll (compared to £319,700 for 79 children in April 2014) supporting 4.6 full time equivalent teachers from September*
- *Income will continue to provide 98 teaching assistant support hours per week with a current supply increase of 6 ½ hours per week to reflect a need in School*
- *Admin and clerical hours = 47 per week*
- *Pupil Premium / SEN funding increased by £1,320 to £14,660 which covers 1xservice child at £300 (now left) / 8 “Free School Meal” children @ £1,320 per child (but with 2 left) and 2xAdopted From Care children at £1,900 each*
- *The “Other Income” **Start Budget figure** of £42,150 comprised 1) £2,000 for UIFSM (Universal Infant Free School Meal) reimbursement (ie 33 Key Stage 1 children x £2.30 per meal for 126 days = £9,563 but less £7,563 already received) plus 2) £26,800 Key Stage 2 meal sales plus 3) £8,000 Sports Grant plus 4) £3,300 Robinwood residential trip income from parents plus 5) £2,000 Time Out Club rental income.*
***As at September monitoring**, this “Other Income” figure has increased by £7,600 which includes an additional £800 of meal sales in addition to £400 of UIFSM grant / £1,725 supply reimbursement from the Dales Teaching Alliance / Governor approved virement of £3,000 from Time Out Club to support School’s comprehensive purchase of new server / wireless / laptops and iPads. Governing Body to consider an additional £5,000 Time Out Club transfer (in 2xtranches of £2,500 before end March 2016) which - with a “deduction” of the £3,300 Robinwood trip income which is not scheduled to take place until September 2016 ie the next financial year – produces the additional £7,600 figure.*
- *Expected outturn income of £413,900 (inclusive of Robinwood September 2016 income) against Start Budget figure of £405,000*

EXPENDITURE

- *Teaching staff costs of £192,900 includes the pay award from September 2015. Costs in line with expectation in spite of ESS (Employment Support Service) errors in paying – but not charging - 2xmonths teacher salary in addition to costing the whole of the Headteacher’s salary to Birstwith for three months!*
- *Teacher supply budget (of £5,500) showing an overspend which is offset by Dales Teaching Alliance refund (above) with a contingency of £2,200 set aside for teacher sickness which is not covered by the Staff Absence provision until Day 11 (current annual insurance cost £4,200).*
- *Administrative, Teaching Assistant and Midday Supervisors salary expenditure largely running to anticipated yearly expenditure of £95,400 with a £1,500 budget for courses set (of which many attended have been without charge) and £1,900 for employer liability insurance costs and non-teaching supply insurance costs.*
- *Premises costs (£35,500) running a little over budget given that three classes had new carpets fitted and the corridors were decorated (total £4,500). Utilities and fuel - cumulatively budgeted at £7,800 – are running to expectation with Skeltons annual grounds maintenance cost charged at £1,900.*
- *Non-ICT Learning Resources expenditure is expected to be £10,000 with a “saving” of unspent Robinwood monies (£3,600) against a Start Budget figure of £13,600. J P Consultancy and the Broadband provision together with LearnAnywhere and WebAnywhere account for £4,400.*
- *“Supplies and Services” (£54,800) include miscellaneous budgets for domestic supplies / telephone / postage costs / photocopying of £5,500 with £1,500 covering necessary insurances and £32,900 for pupil meal costs. Within this heading is the £8,000 for the year’s Sports Grant in addition to £6,400 carry forward from March 2015 (now assumed that previous year’s carry forward will be released to reserves in line with other schools’*

practice). £6,900 is accounted for by NYCC's traded service provision in addition to School's texting, email and parent payment software systems.

- As a budgeting exercise – re the “bottom line” effect – a figure of £2,000 has been set aside in revenue as a non-capital contribution to School's ICT development

IN CONCLUSION. . .

The in-year income has potentially increased by £8,900 and expenditure decreased by £2,600 (which takes into account the released carry forward Sports Grant monies) giving a possible in-year deficit reduction to £3,430 from Start Budget £14,940. Offset against the revenue carry forward figure of £17,600 from March 2015 a figure of £14,168 is anticipated to be carried forward into April 2016.

Governors unanimously agreed that the Revised Budget be transmitted to NYCC.

(Action – BM to transmit RB to NYCC)

School Fund external account audit (year end 31.3.15) – Governor commented on the in-year deficit figure of the fund (-£2,767) with it noted that income for activities within that year might not necessarily all have landed into the bank therefore any further incoming monies would offset this deficit. There was some discussion regarding School's ongoing and substantial subsidising of the children's swimming with the Headteacher commenting on her reluctance to increase the weekly costs to parents given that it is part of the children's statutory curriculum. It was noted that the occasional and supportive transfers of the Time Out Club surplus monies into School Fund offset School's subsidisation in this area. The account balance at end March 2015 was £2,913.80.

Time Out Club external account audit (year end 31.3.15) – balance at end March 2015 was £10,383.53.

The Chair thanked the BM for her information provision.

7 Headteacher's (written) report (EAB) – Headteacher's inclusion in her report of the breakdown of individual class structure, which included teaching support and PPA (Planning, Preparation and Assessment) cover in addition to office support, was much appreciated by Governors and which they found very useful. **Governor queried the loss of the admin support in the office**, with the BM commenting that the temporary support had been very valuable and it was hoped to offer some now-vacant hours to an applicant who had been interviewed in the Summer term. Headteacher commented that both Schools shared their joint staff meetings at times - and as appropriate according to School specific items.

She commented on Mrs Lacey's role this term within the Dale Teaching School Alliance (DTSA), which has its hub school at Dacre Braithwaite primary school: other included schools are Nidderdale High School, Bishop Thornton School, other cluster schools with some schools in the Ripon area. She added that she had taken a lead role in developing Specialist Leaders in Education (SLEs) who are teachers with individual aptitudes and an expertise in a particular subject area who are deployed into assisting our local schools, when required. These SLEs may be recruited out to support other schools as needed with supply reimbursement paid for through the DTSA. **In response to query**, she said that it was good teacher development and additionally provided support for small schools staffing bodies. Mrs Lacey has taken on the role of Lead Mentor supporting students in school through their college base with these students predominantly based in school but with some session attendance at their university. Headteacher added that this DTSA initiative has been a significant enterprise with schools taking on many of the responsibilities which were originally those of the University and she affirmed Mrs Lacey's “big lead” in this involvement. There are currently five students in neighbouring schools **with Governor asking if School gets paid for this additional work and responsibility:** response was given that each student pays £9,000 for the course with a proportion of this being directed to the DTSA. School is reimbursed for supply costs **with reassurance given to Governors** that, at Birstwith, with Class 1 being a job share, the second teacher supports the class in Mrs Lacey's absence. Headteacher felt that School's perspective

benefits from this involvement in promoting an outward looking stance and that with “academising” exerting a strong influence, School felt some protection being a DTSA member.

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With regard to subject co-ordinator roles, Mrs Ward at Bishop Thornton covers both Schools’ Literacy and Miss Holmes both Schools’ numeracy.

Review Accident Book: three minor incidents - a skipping fall, football collision and a “push” during play.

Appraisal Policy: policy posted on LAnywhere which was ratified by Governors.

S D P – feedback from Governors, please – in response to the Chair’s query, confirmation was given that, as yet, iPads had not been purchased, the budget had, however, been appropriately earmarked for this expenditure. With regard to the music provision, Headteacher qualified that both schools would undertake an audit and forward plan at a January staff meeting.

Continue discussion regarding Ofsted’s Self-Evaluation – given the meeting’s time constraints this item would be carried forward to the next Governors’ meeting.

(Action – clerk to include above on next agenda)

8 S I A (School Improvement Advisor: Mrs H Mensah) Autumn Term Report (DB) – Governors comments welcomed, please. Confirmation was given that the report had been placed on LAnywhere with the data covered - to a substantial degree – by the RaiseOnline presentation. **Governor queried the numbers and did “2” = good** with confirmation given - and that School was working towards being outstanding.

9 Premises - any update – BM qualified that the majority of the actions from a walk round undertaken on 22nd October had been completed with quotations to be received from Skeltons regarding some outside maintenance work.

Disaster Recovery Plan – BM and Headteacher had further considered School’s plan with the evacuation procedure embellished from the fire procedures and supplemented by necessary contact numbers. **Retrospective note: the Chair had approached the Church Wardens to ask for a Church hall key which School could access in the event of a site evacuation.**

(Action – clerk to include DRP on Spring term agenda)

10 Friends (RJ) – three fundraising activities are yet to take place this term: Friday 4th provision of refreshments round the tree with a cake stall / movie night for the children in the Church Hall on Friday 11th in addition to refreshment provision after the KS2 Church production

on Wednesday, 16th. £1,500 has already been raised towards School's iPad purchase fund which Governors were delighted to learn and the committee had generously agreed to contribute £700 towards the children's theatre trip costs.

11 Any Governor Training (AV-P) - any feedback on Induction / Information section posted on LAnywhere – feedback please. **Governor stressed to others that familiarity with the School was the best way of acquiring a “hands on” knowledge which, she felt, was particularly valuable.** Mrs Britton's Literacy observation report had been posted on LAnywhere when she had been delighted to witness significant in-lesson progress.

12 Date of meetings for Spring and Summer Terms 2016 (draft) – had been posted on LAnywhere with Mr Van Parys giving his advance apologies for the January meeting and Mr Baugh commenting that due to a business commitment he would be unable to attend three of the eight meetings. Mrs Johnson was unsure of her future availability given her return to work in January.