

**BIRSTWITH C E SCHOOL**  
**Governing Body Minutes of meeting held on**  
**Tuesday, 29<sup>th</sup> September, 2015, at 8.30a m**

Present        Mrs Bedford                    Headteacher  
                  Mr Baugh  
                  Mrs Britton                    Chair  
                  Mrs Johnson  
                  Mr Walker

**1 Welcome and prayer** – the Chair welcomed Governors to the first meeting in the new academic year and offered an opening prayer.

**2 Apologies and Consent** – apologies had been received from Miss Holmes and Mr Van Parys for work reasons and from Mrs Lacey who was training: consent for absence was given. The (updated) pro-forma of Register of Business Interests was re-signed by Governors with no declarations of business interest for the agenda content.

**(Action – clerk to carry forward unsigned, as yet, pro formas)**

**3 Confirmation of Vice Chair Term of office** – confirmation was made that the term of office would be for one year with the Chair indicating that Mr Van Parys was happy to be nominated and stand again: Mrs Johnson provided the nomination with Mr Walker seconding.

**4 Performance Management members (N B One Governor must be a Foundation Governor)** – Headteacher explained that this group of Governors undertakes an annual Headteacher performance management in conjunction with Mrs Heather Mensah, School's Advisor. She commented and requested Governor approval that with both Chairs of both Schools being new that it might prove helpful for Mr Dale with his previous experience as Bishop Thornton's Chair that he could provide useful support and guidance within this group. The performance management is due to take place within the next two weeks.

It was agreed that Mrs Britton (Birstwith Chair), together with Miss Smith (Foundation Governor and Bishop Thornton's Chair) and Mr Dale (Bishop Thornton Governor) should constitute this group. Mrs Gant would act as the Review Officer (Bishop Thornton Governor).

**5 Appointment of Staff Dismissal Committee (3 members of which one will be a Parent Governor)**

To be Mrs Britton, Mr Van Parys and Mr Walker

**6 Appointment of Staff Dismissals Appeals Committee (3 members of which one will be a Parent Governor but all must be different from above)**

To be Mr Baugh, Mrs Johnson and *Miss Holmes*

**(Action – clerk to seek Miss Holmes' consent)**

**7 Appointment of Complaints Review Committee (min 3 members but not to include either Headteacher or Chair).** Headteacher qualified that as with the majority of these committees, they had not – during her headship – ever been used and that this committee would cover a complaint that was unable to be addressed by herself and staff within School. Governors would be made aware some time before if just such a situation should arise.

To be *Mr Van Parys*, Mr Baugh and Mrs Johnson

**(Action – clerk to seek Mr Van Parys consent)**

**8 Appointment of Pupil Discipline Committee (3 members but excluding Headteacher)** Headteacher qualified that this would usually involve pupils who had incurred exclusions.

To be Mrs Britton, Mr Walker and *Miss Holmes*

**(Action – clerk to seek Miss Holmes consent)**

## 9 Governor Designations:

a) Collaborative (SDC:Strategic Development Committee) Committee – Headteacher commented that this committee was established in the Autumn of 2010 prior to and during the formative stages of the collaboration between Birstwith and Bishop Thornton Schools. Quite regular meetings took place during this time when careful consideration was made to the collaboration with representatives from both Schools involved including NYCC / H R / Advisor representation. She explained that the collaboration was considered by Governors approximately two years ago when the fixed term date was extended to 31<sup>st</sup> August, 2016, at which point Governors would re-convene for a meeting to consider / discuss its future. A further meeting would need to be held in the first half of the Spring 2016 term to approve (or otherwise) the continued collaboration: should this not be continued then some good time would be required in order that Bishop Thornton School could seek a new Headteacher. **In response to query, Headteacher commented that she knew no reason as to why it should not continue. Governor asked if there was much work involved for this committee and if a current Governor had had any historical involvement with the committee,** with Headteacher confirming that outside of the meeting there would ordinarily be very little work and that apart from Mrs Gant (Bishop Thornton Governor) and Mrs Britton as Birstwith's Chair no other Governor had presided during the collaboration.

To be Mrs Britton (Birstwith's Chair) and Mr Baugh with Miss Smith (Bishop Thornton's Chair) and Mrs Gant.

The amended Terms of Reference of the committee will be posted on LAnywhere.

**(Action – clerk to post ToR on LAnywhere)**

b) Clerk to produce Rolling Plan of lesson observations with the following amendments: Mr Walker to take on PSHCE and ICT / Mrs Johnson to take on DT / Mr Baugh to take on R E with Miss Holmes to take on Art and Geography (with her consent). Both Mrs Britton and Mr Baugh would, additionally, annually observe Collective Worship as School's Foundation Governors. Recommendation and welcome was made for Governor attendance at School's – usually weekly – celebratory Merit Assemblies at 2.50p m on Fridays.

c) SEND (Special Educational Needs and Disabilities) designated Governor to continue to be Mrs Britton. Mrs Britton to attend 1<sup>st</sup> Oct 2015 staff meeting at 3.45p m where SEND will be discussed with Governors welcoming a report at the next meeting.

**(Action – Chair to report re SEND to Governors at their next meeting)**

In addition, Mrs Britton attended a general joint staff meeting at 3.45p m on 22<sup>nd</sup> Sept 2015 – **Governor gave recognition to the collaborative benefit of sharing, for example, policies and procedures between both Schools. Query was made as to whether teachers are shared across the Schools, with the Headteacher confirming that this had happened in the past though not at present.**

d) H&S designated Governor to continue to be Mrs Lacey

**(Action – clerk to seek consent from Mrs Lacey)**

e) Child Protection link Governor – **in response to query it was confirmed that this had not proved an onerous designation historically but would ideally not be a Parent Governor position and could conflict with a Governor's external involvement:** Mr Baugh's offer to fill this position was appreciated and accepted.

f) Friends' liaison Governor: to continue to be Mrs Johnson

g) Governor Training designated Governor to continue to be Mr Van Parys

**10 Changes to Ofsted (update)** – Headteacher confirmed that a number of Ofsted changes were scheduled from September 2015 with Birstwith School anticipating an inspection during the new academic year: the last one being in May 2012. She confirmed that School had been passed as "good" in the last one. She qualified that, with a 12-24hours pre-inspection notice, a visit would be made by one inspector for a day which would be largely spent with the Headteacher looking at School's self-evaluation together with the previous year's data in addition to in-year progress and data. The inspector would also consult with a group of Governors and a group of parents. Dependent on the validation of School's self-assessment, if the "good" was substantiated then the inspection would conclude. Should, however, a discrepancy occur, this would then trigger a further inspection

either immediately or in the near future. Equally, if the School self-evaluated its standing from a “good” to “outstanding” level then this would also trigger an extended inspection involving two inspectors who would validate (or not) the change. Should “outstanding” be achieved and validated then no further inspections would take place *unless data change was evidenced*. Headteacher together with staff would consider School’s self-evaluation with a Governor’s Ofsted document submission appreciated which would be circulated to all Governors.

**(Action - clerk to circulate above and include as next meeting’s agenda item)**

Headteacher reassured new Governors that consideration would be made to their status should an inspection occur in the short term with confirmation made that it would be helpful if their termly lesson observations were undertaken “sooner rather than later”. She confirmed that she was currently working hard on updating, as required, the documents that will be useful to Governors.

**(Action – Governors to conveniently timetable their lesson observations)**

**11 Staffing and Pupils** - Curriculum Chronicle – emailed with Link last week. Also on School’s website is the whole 2 year plan of School’s curriculum. **Staff / Pupils** – Class 3 teacher is now full-time with a new Teaching Alliance (York St John) student in School, Mrs Catherine Ostler, who will be undertaking her teaching practice in School for most of the year. She would undertake six weeks in Class 4 with her final teaching practice in Class 1. A second student, Miss Anna Smith, is undertaking voluntary work as part of her degree course. Thursday, 1<sup>st</sup> October, is all schools’ census day when the “pupil count” is formally taken which will provide School’s primary funding for the new financial year, April 2016. **Headteacher qualified that the current Reception year is smaller than usual as a consequence of parental choice and house movement / relocation.** **Educational visits** – School teams would be participating in a number of sporting activities during the next few weeks with Years 3-6 predominantly participating in inter-school tournaments – such as archery and rugby – at, for instance, Nidderdale High School. 17<sup>th</sup> December, 2015, all KS2 children from both Schools would be attending their West Yorkshire Playhouse theatre visit to see “Chitty, chitty, bang, bang” with the Schools’ KS1 children’s visit yet to be arranged. 20<sup>th</sup> January, 2016, would see School’s choir attending the Young Voices occasion at Sheffield Arena supported by Mrs Paxton.

Governors were pleased to give their unanimous approval for these visits in addition to the children’s swimming gala to take place at the Hydro on Thursday, 1<sup>st</sup> October, 2015.

**12 Premises** – the termly walk-round would take place on Thursday, 22<sup>nd</sup> October, 2015, at 8.15a m with Mrs Britton, Mrs Bedford, Mrs Lacey and Mrs Marlow. Confirmation was made that the new server / wireless installation was effectively and efficiently made during the Summer holidays by ICT Ripon and that all was working well.

**13 Link Governor arrangement** – Headteacher wished to actively encourage Governors’ visits and familiarity with School with their class attendance particularly welcomed. The Chair commented that her Class 1 experience last term had been very valuable and had “coloured” her knowledge of School. It was agreed that Miss Holmes and Mr Van Parys would be well-placed as link Governors with Class 1, with Mrs Johnson linking with Class 3, Mr Baugh in Class 4 and Mr Walker in Class 2 (taking account of Parent Governors’ own children in classes). It was suggested that any notice for class attendance be made via School’s office.

**(Action – clerk to seek consent from AV-P and AH re their class “link”)**

**14 Minutes of the meeting held on 7<sup>th</sup> July, 2015** – any actions to be carried forward. Governors gave their agreement to the Minutes on which there were no matters arising therefore it was RESOLVED to approve the minutes of the above meeting. **Accident Book** – there were only three minor incidents of which one was a head bump.

**15 Dates of meeting for Autumn Term 2015:**

Tuesday, 3<sup>rd</sup> November, 2015, at 3.30p m

Tuesday, 1<sup>st</sup> December, 2015, at 8.30a m