

**BIRSTWITH C E SCHOOL**  
**Governing Body Minutes of meeting held on**  
**Tuesday, 3<sup>rd</sup> November 2015, at 3.30pm**

Present	Mrs Bedford	Headteacher
	Mr Baugh	
	Mrs Britton	Chair
	Mrs Johnson	
	Mrs Lacey	
	Miss Holmes	
	Mr Van Parys	

**1 Welcome and prayer** – the Chair welcomed Governors to the meeting. Mr Baugh offered a prayer for which he was thanked.

**2 Apologies and Consent** – apologies had been received from Mr Walker for work reasons and Mrs Marlow who was poorly: consent for absence was given. The (updated) pro-forma of Register of Business Interests still needs to be signed by Miss Holmes, Mr Van Parys and Mrs Lacey these will be signed outside of the meeting but prior to the December meeting.

**(Action – Miss Holmes, Mr Van Parys and Mrs Lacey to see clerk to sign the declaration of Business Interests)**

**3 Minutes of the meeting held on 19<sup>th</sup> September 2015:** were considered true and accurate therefore it was resolved to approve the Minutes of the meeting. Governor questioned whether the minutes needed to include official confirmation of Miss Holmes and Mr Baugh as members of the governing body. Governor also queried how is the headteacher rating the school. Headteacher confirmed outstanding.

1. **Unsigned Business Interest pro formas** – Miss Holmes, Mr Baugh and Mrs Lacey to sign the declarations prior to next meeting – carry forward to next meeting to ensure complete
2. **Absent Governors to provide consent for statutory Committee membership etc** – Mr Van Parys and Miss Holmes confirmed they were happy with the statutory committees they have been allocated – action complete
3. **Clerk to upload Strategic Development Committee (SDC) Terms of Reference (ToR) onto LAnywhere** - completed filed under “Miscellaneous” – action complete
4. **Chair to report on Special Educational Needs and Disabilities (SEND) to Governors at their next meeting** - completed - report on LAnywhere – action complete
5. **Clerk to amend Rolling Plan of Observations** (completed – with explanation to be given by EAB for new Governors’ benefit) **with Governors to conveniently timetable their lesson observations** – Miss Holmes and Mr Van Parys confirmed they were happy with their allocations.
6. **Disaster Recovery Plan (minutes dated 7 July 2015)** – to be carried forward

**4 Chair’s feedback from the Headteacher’s Performance Management** – The Headteacher’s Performance Management meeting took place prior to half term. This was completed by Mrs Britton (Birstwith Chair), Miss Smith (Foundation Governor and Bishop Thornton’s Chair) and Mr Dale (Bishop Thornton Governor). The objectives set for the Headteacher for last year were all met very satisfactorily. Headteacher is at the top of the pay scale so there is no scope for an increase in salary. Last year a one off payment was made but this cannot be done again. Approval is trying to be sought from NYCC for travel expenses to be paid to the Headteacher and Business Manager for their travel expenses to be paid between Birstwith and Bishop Thornton this would be a set rate per mile as per NYCC approved rates. Records need to be kept of the mileage done. The governors

approved the payment of travel expenses for the Headteacher and Business Manager. The report on the Performance Management review is currently being written.

**5 Headteacher's (verbal) report** – she confirmed that there have been no changes to staffing since the last meeting. There has been 1 new starter on the 2<sup>nd</sup> November joining Year 4. There were 4 families that looked around on the open day on the 22<sup>nd</sup> October. There have been no accidents since the last meeting.

**6 Policies for review** – Appraisal policy to be carried forward to the next meeting. A copy of the Health and Safety Policy had been provided on LAnywhere for governors to read prior to the meeting. This policy is based on the standard NYCC policy. Governors unanimously approved the policy. The policy was then signed by the Chair and Headteacher.  
(Action – Clerk to include Appraisal Policy on next agenda)

**7 Discussion on the Ofsted self-evaluation category regarding “Leadership and Management”** – a document had been provided on LAnywhere for governors to read prior to the meeting. The document sets out the criteria to receive an outstanding for leadership and management of the school. Headteacher recommended that governors read Ofsted reports for schools that have received an Ofsted report of outstanding to familiarise ourselves with what inspectors are looking for to award outstanding. Governors went through the first 5 points of the document.

1. *‘Leaders and governors have created a culture that enables pupils and staff to excel. They are committed unwaveringly to setting high expectations for the conduct of pupils and staff. Relationships between staff and pupils are exemplary.’* – parent questionnaires are sent out each year and the responses received are looked at by Headteacher and presented to governors, any thank you cards and comments that are sent in and kept, good staff retention and low levels of staff sickness.
2. *‘Leaders and governors focus on consistently improving outcomes for all pupils, but especially for disadvantaged pupils. They are uncompromising in their ambition’* – SEN, vulnerable groups, disadvantaged and pupil premium children are all monitored individually, meetings are held to discuss the children individually. Teaching assistants have specific training if required for working with individual children. These children do not stand out from their peers. Teachers have a good working relationship with the families of these children.
3. *‘The school’s actions have secured substantial improvement in progress for disadvantaged pupils. Progress is rising across the curriculum, including in English and mathematics.’* – Small number of children means fluctuations in numbers. Teachers are able to speak about each individual child’s progress.
4. *‘Governors systematically challenge senior leaders so that the effective deployment of staff and resources, including the pupil premium, the primary PE and sport premium and SEN funding, secures excellent outcomes for pupils. Governors do not shy away from challenging leaders about variations in outcomes for pupil groups, especially between disadvantaged and other pupils.’* – clear meeting minutes that include discussions that are held in governors meeting. Governors look at the Raise Online and question individual results. This is done by probing and seeking understanding of specific results. Questions are asked by governors to confirm understanding. Less than 10 comments on Parent View. Governor suggested setting up some lap tops at parents evening to encourage parents to enter comments about the school on parent view.
5. *‘Leaders and governors have a deep, accurate understanding of the school’s effectiveness informed by the views of pupils, parents and staff. They use this to keep the school improving by focusing on the impact of their actions in key areas.’* –

Teachers are very much included in discussions around their own progression they are set goals and objectives for the year.

**(Action – Clerk to include on the next agenda to discuss the next 5 points on the document)**

## 8 Finance

*September 2015 Monitoring Statement v Start Budget (notes below to support summary sheet). Figures rounded up*

### **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.*

Governor questioned the 0.6 in the full time teachers, headteacher confirmed that Birstwith are charged 0.6 of the headteacher salary and the remaining 0.4 is paid for by Bishop Thornton. (*Retrospective note: actually 0.5 salary to each school*) Governor questioned the overspend on supply teachers the headteacher confirmed the overspend is due to Mrs Lacey being out of school more often due to her work with the Dales Teaching Alliance, this money is then refunded to school from the Dales Teaching Alliance. A governor questioned the supply teachers being used to confirm continuity for the children. Confirmation was provided that where possible Mrs Graham is used to provide continuity to the children. Mr Van Parys provided an explanation of the in year deficit to the new governors.

School Fund external audit (year end 31.3.15) to be carried forward to the next meeting.  
Time Out Club external audit (year end 31.3.15) to be carried forward to the next meeting.

**(Action – Clerk to include School Fund External Audit and Time Out Club External Audit on next agenda)**

**9 School Development Plan** – Headteacher provided a first draft copy of the School Development Plan 2015/16. Headteacher confirmed that over the next 3 years pupil numbers will drop, largely due to the current year 6 group being 18 and the low Foundation Stage number for this year. Headteacher highlighted that the targets for this year are:-

1. Review and embed the new assessment systems through the school, refining and adapting as appropriate to ensure it is fit for purpose.
2. ICT – to develop the computing curriculum through the introduction and use of iPads and ensure teachers have the relevant knowledge and expertise.
3. To further develop the teaching of music in the school.
4. To ensure all teaching within the school is good or better.

Governors to read through the full document and to familiarise themselves with its contents. Governor questioned the wording of ‘To ensure all teaching within the school is good or better’. Governor felt if we were looking for outstanding then the target needed to reflect this. Headteacher to think about how else this could be worded to reflect this.

**10 ICT summer hardware provision** – Mrs Lacey provided an update on the ICT hardware provision confirming that the work was completed over 1 week in the summer holidays. The whole process ran smoothly. The school now has robust wireless system; it’s more efficient and school has not experienced any internet problems. The new server has been installed and is up and running. New lap tops have been purchased, set up and are already in use. The smooth wall is to be updated before January. Next will be the purchase of some of the iPads.

**11 Premises** – the premises walk around took place on Thursday 22<sup>nd</sup> October. The following points were noted:-

*Summary points / observations:*

### **INTERNAL**

*Hall:*

- *Obtain re-varnish quotation for hall wood floor (BM to ask PS's advice)*
- *Peeling of green paint by hall / library door (BM to seek advice from PS)*

*Class 1:*

- *Laminate flooring in cloakroom coming away from wall (BM to request PS to fix)*
- *"Watching brief" with regard to cloakroom pitched ceiling possible continued damp ingress (Governors and BM)*

*Class 4:*

- *Ceiling light bulb on stairs to classroom failed (BM to seek advice from PS)*

*General housekeeping:*

- *Plug socket covers to be purchased for general school areas (BM to purchase)*
- *All three step ladders inspected with condition and "feet" found to be sound and in good condition*
- *Kitchen fly-electrocuter still not repaired (BM to chase up RR Catering Manager)*

### **EXTERNAL**

- *Previously bark-chipped area around / under zig-zag children's seat has become matted and muddy. Skeltons Ground Maintenance to be asked to consider laying area with astroturf. (In addition, BM to ask Skeltons to undertake some general autumn maintenance garden work.)*

**12 Update regarding friends** – Mrs Johnson provided an update regarding Friends of Birstwith School. The account balance at 14<sup>th</sup> October 2015 was £4798.53. The recent cake stall made £121.50. We are still awaiting the figures for the recent Disco which was very popular with 60 children attending and the figures from the Christmas card orders. Upcoming events are:-

5<sup>th</sup> November – Bag of change bonfire/fireworks picture

4<sup>th</sup> December – cake stall

11<sup>th</sup> December – Children's Movie Night

16<sup>th</sup> December – Tea/Coffee after the Key Stage 2 evening production

Total raised so far for the iPads is £997.40 plus the profit from the Disco and Christmas cards to add on when figures are available.

**13 Any Governor Training** – Mr Baugh has his first governor training on the 30<sup>th</sup> November and Miss Holmes has training booked for 4<sup>th</sup> November and 2<sup>nd</sup> December. Miss Holmes to complete the online child protection training. Mr Van Parys confirmed if any governor training is completed can governors please email him with the dates of the course and the course title so this can be added to the governor training matrix.

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

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

**15 Any Other Business** – Governors will be serving tea and coffee again at parents evening:-

Wednesday 10<sup>th</sup> November – Mr Van Parys and Mrs Britton

Thursday 11<sup>th</sup> November – Mrs Britton and Mr Baugh

Governors requested the spring and summer term meeting dates.

**(Action – Clerk to set the spring and summer term meeting dates)**