

**BIRSTWITH C E SCHOOL**  
**Governing Body Minutes of meeting held on**  
**Tuesday 19<sup>th</sup> January 2016**

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

**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 and Mr Van Parys for work reasons, consent for absence was given. In the absence of Mrs Marlow, Clerk to the Governors, due to illness, the minutes were taken by Mrs R Johnson. There were no declarations of Business Interest.

**3 Minutes of the meeting held on 1<sup>st</sup> December 2015:** were considered true and accurate therefore it was resolved to approve the minutes of the meeting. Mrs Britton confirmed that the key for the church hall and key for the connecting door between the hall and church for the grab bag needs to go to the PCC for approval; the next meeting is on Monday 15<sup>th</sup> February 2016 at which a decision will be made. If this is approved the keys will be provided.

**4 Any matters arising on above minutes**

[Revised Budget v Start Budget 2015/16 BM to transmit RB to NYCC](#) – BM has transmitted this to NYCC. Action complete

[Ofsted self-evaluation clerk to include on next agenda](#) – agenda item 8

[Disaster Recovery Plan clerk to include on spring term agenda](#) – clerk to include on agenda for the 8<sup>th</sup> March 2016

**5 Staff and pupils**

- PLASC – Pupil count 21<sup>st</sup> January 2016 – Headteacher confirmed the pupil count in October was 85 which is the number which will be used for the funds for 2016/17. The pupil numbers on 21<sup>st</sup> January 2016 will be 89. The increase since October is due to 4 new pupils who have joined school since October which comprise 1 Year 4 child, 2 Year 3 children and a Year 1 child. There is the potential of 2 further children starting in the coming weeks.
- Curriculum Chronicle – the curriculum chronicle will be on the school website this week. Headteacher encouraged governors to read these documents. Copies will be emailed out to parents shortly.
- Accident Book – Headteacher confirmed there has been 1 accident since our last meeting which was a finger squashed under a chair.
- Visits out of school – Headteacher confirmed the next visit out of school is on Wednesday 20<sup>th</sup> January 2016 when 42 Key Stage 2 choir members will be going to Sheffield Arena to Young Voices. No other trips planned this term. Headteacher is in the process of fixing dates for sporting tournaments.

**6 Bishop Thornton School** – The current collaboration between Birstwith and Bishop Thornton is fixed until 31<sup>st</sup> August 2016. A meeting needs to be held to between the two governing body to decide if both schools wish to continue with the collaboration. Mr Eastland has previously always chaired these meeting but hasn't been on a governing body for several years. Headteacher suggested that the School Improvement Advisor Heather Mensah would be suitable to chair this meeting. Suggested date is Wednesday 4<sup>th</sup> May 2016 at Bishop Thornton. The chair of governors needs to attend the meeting and one other

governor. Mr Baugh was suggested as the other governor. Mr Baugh is on holiday so one other governor maybe required if that is the agreed date.

(Action: Headteacher to set date and time for the meeting)

**7 Child Protection Policy** – This is an annual policy that needs to be ratified each January. The policy is the North Yorkshire County Council standard child protection policy. Mrs Lacey confirmed as Deputy Designated Senior Person in school for Child Protection she has a NYCC training course in February. There is an online training course that must be completed every two years by all governors. Miss Holmes to complete this and provide the clerk with copy certificate. Governors approved the child protection policy for 2016.

(Action: Miss Holmes to complete online child protection training course and provide clerk with copy certificate)

## **8 Discussion on the Ofsted self-evaluation category regarding “Leadership and Management”**

Governors discussed the next three items on the Leadership and Management Ofsted self evaluation:-

*“Leaders and governors use incisive performance management that leads to professional development that encourages, challenges and supports teachers’ improvement. Teaching is highly effective across the school.”* – Headteacher undertakes performance management of the staff – targets are set for each teacher each year and they are reviewed regularly. Pay relates to completion of targets. This is highly effective as it can be shown in the children’s progress in school.

*“Staff reflect on and debate the way they teach. They feel deeply involved in their own professional development. Leaders have created a climate in which teachers are motivated and trusted to take risks and innovate in ways that are right for their pupils.”* – Teachers regularly discuss and debate ideas. Recently, for example, they discussed the school’s marking policy and were all asked to research, speak to others and fetch their ideas on marking to the meeting. At this point they formed a plan on how to move forward with marking to make it a more manageable task for the teachers but still give the children the feedback that they need. New ideas that are implemented are always reviewed at regular frequencies. Teachers regularly share practice with each other in order to progress professionally and thereby move the children forward in their learning. Teachers are allowed and encouraged to take risks.

*“The broad and balanced curriculum inspires pupils to learn. The range of subjects and courses helps pupils acquire knowledge, understanding and skills in all aspects of their education, including the humanities and linguistic, mathematical, scientific, technical, social, physical and artistic learning.”* – Curriculum Chronicle shows the wide variety of subjects been taught to the children. Lesson observations by governors show the children are engaged and enjoying their learning in all subjects. Children participate in the lessons. The timetable of lessons allows all subjects to be important focus is not just given to the core subjects of English, Maths and Science.

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

**9 SEND** – Governors reviewed and approved the SEN Information Report 2016 and the ‘Core Offer’ for Birstwith C of E Primary School. The Headteacher will now upload these onto the school website. These policies will be reviewed again next January. Mrs Britton will organise to attend another SEND meeting this term.

(Action – BM to load onto school website)

**10 Summary SEF** – Governors reviewed the Self Evaluation Summary 2015/16 that the Headteacher had written. Headteacher confirmed the figures in red are still to update. Governor questioned the Yr 1 phonics screen 2015 figures as these are the figures from 2014. Headteacher to check these figures as they were taken from Raise online. Governors

agreed this shows an overall good picture of the school and firmly backs up the rating of good.

(Action: Headteacher to add the missing figure and check Year 1 phonics screen results)

## 11 Finance

- Budget Management Policy – Governors reviewed the Budget Management Policy. Headteacher confirmed there were no changes since last year and is based on the NYCC pro forma. Governors therefore ratified the policy for this year.
- SFVS (School Financial Value Standard) – this is required for 31<sup>st</sup> March submission. Governors reviewed and approved this. The chair signed the policy.
- Traded Services – in the Clerks absence it was agreed to move this agenda item to next meeting.
- Time Out Club – headteacher explained the background to the set up of Time Out Club some 14 years ago when it was set up with an Awards for All Lottery grant. One of the criteria at this time was that the funding must be kept separately to the main school budget and therefore Time Out Club was set up as a separate entity. With the government's change in legislation which requires all businesses to offer a pension scheme to its employees, it is necessary that Time Out Club does this by July 2016. It is proposed that the Club's three employees are moved under the NYCC employment umbrella to satisfy the requirement to be offered membership of a pension scheme. In order to fit in the NYCC salary bands there will need to be a slight increase in the hourly rate and they will also need to be paid between 44-46 weeks per year depending on service where they are just currently paid for the hours they work. There will also be employer pension contributions to be paid. Governor questioned was there any negative impact on the staff. Headteacher confirmed there was no negative impact. It is proposed that the staff transfer to NYCC employment with effect from 1<sup>st</sup> April 2016. Governors approved this suggestion.

(Action: Clerk to include Traded Service on the 8<sup>th</sup> March meeting agenda. BM to progress the change in Employment for 3 Time Out Club employees with NYCC)

**12 Update regarding friends** – Mrs Johnson provided an update on Friends. The total raised towards the iPads since May 2015 is £1837.76. Mrs Johnson is very hopeful that the £3000 target will be reached before the end of the school year. A friends meeting was held on 11<sup>th</sup> January and event ideas for the spring term are Valentines Disco Friday 12<sup>th</sup> February, 23<sup>rd</sup> February Bags2School and 4<sup>th</sup> March cake stall and raffle. The dates are to be finalised in the next week. The cleared bank balance on 3<sup>rd</sup> January is £4842.99.

**13 Any Governor Training** – No governor training to report since last meeting.

## 14 Governor observation visits: Spring Term –

Science (Mrs Johnson) – Headteacher confirmed science lessons are held on Tuesday afternoons. Mrs Johnson to contact Headteacher to organise suitable date for lesson observation.

Maths (Mrs Britton) – Mrs Britton to organise Maths observation before the end of the spring term.

Mr Baugh to contact Headteacher regarding suitable dates for a collective worship observation

**14 Dates of next meeting** – The next governing body meeting will be on Tuesday 8<sup>th</sup> March 2016 at 8.30am. Mr Baugh gave his advance apologies for the 8<sup>th</sup> March, 3<sup>rd</sup> May and 7<sup>th</sup> June meetings, unfortunately these clash with prior arrangements. Governors suggested we discuss the meeting dates for next year at a meeting in advance of them been set in the hope of enabling more governors to attend.

(Action: Clerk to include meeting dates for school year 2016/17 on Summer Term agenda)

**15 Any Other Business** – Governor questioned how often governors will discuss the School Development Plan. Headteacher confirmed this is looked at on a termly basis and will be on the next agenda. Governor suggested he had ideas on Development Plans and would be happy to share his ideas.

Mrs Lacey confirmed they are starting work on looking at Learn Anywhere and next month's meeting paperwork might be emailed rather than on Learn Anywhere.

(Action: Clerk to include [School Development Plan on 8<sup>th</sup> March meeting agenda](#))