

BIRSTWITH C E SCHOOL
Governing Body Meeting held on
Tuesday, 3rd May, 2016, at 8.30a m

Present:	Mrs Bedford	Headteacher
	Mrs Britton	Chair
	Mrs Johnson	
	Mrs Lacey	
	Mr Van Parys	
	Mrs Marlow	(in her capacity as Clerk and, when required, as Business Manager)

1 Welcome and prayer – the Chair welcomed Governors to the meeting with the offer of a prayer being made.

2 Apologies – had been received from Miss Holmes for work reasons, Mr Baugh was currently on holiday and Mr Walker for work reasons: **consent for absence was given. There were no declarations of business interest. Concern was expressed on the level of Governor absence with recognition made that the meeting’s attendance by only 50% of (external to School) Governors created unease amongst those present of the considerable information and discussion that was being missed – particularly in the light of any impending Ofsted inspection. Comment was also made that, since the re-constitution, Governor members were much reduced in numbers increasing the significance of each individual member.**

Congratulations were given on the acquisition of a Queen’s award for business innovation presented to a Governor for his work.

3 Minutes of meeting held on 8th March – with the following actions:

- [Ofsted self-evaluation – consideration of the final four points with Governors to make pre-meeting notes in preparation – item 9\) below](#)
- [Disaster Recovery Plan – to be included in meeting dated 7th June, 2016](#)
- [Headteacher to check Year 1 phonics results as per summary SEF – the results are now loaded within the SEF on LAnywhere](#)
- [School year GB meeting dates 2016/2017 to be included in Summer term agenda – item 11\) below Autumn Term dates](#)
- [SDP to be included on Agenda – with regard to the ICT co-ordinator’s presentation of the new VLE purchased facility to Governors – suggest meeting date 7th June, 2016](#)
- [Chair to obtain Church key – this has been done and passed to School for retention in the safe](#)

4 Any matters arising on the above Minutes: Governor requested correction of typing error in that within Item 5) the “Update on Assessments” should refer to KS1 and not KS2 – following this amendment, Governors accepted the minutes as a true record therefore it was RESOLVED to approve them. Confirmation was given that parents – at their recent evening meetings – had given no comment / feedback regarding the Marking Policy. Governor queried her understanding of a sentence within Item 7) Finance / Premises with the BM hoping that her budgetary presentation would clarify this point – which was accepted.

5 Staffing and pupils – Headteacher commented that two children had left School with her not being sure, at the present time, if this would prove temporary or permanent as it was due to a family breakdown. However, three Year 3 children had recently joined the class which brought the pupil roll up to 90. **Governor queried the responsibility function in tracking children who had left School in this circumstance** with the Headteacher qualifying that, as yet, School had not been informed as to where their new School is located but that Social Worker / Admissions office contact now meant there was an “alert” regarding their educational welfare and location and that they would not be “lost” to the system. Their current absences would be marked as “authorised”. With regard to **staffing**, there was currently an interim teacher in Class 4 who has proved very good and enabled a smooth transition for

the children's progression. SATs will take place next week: no issues had arisen in the meantime. Mr Roy, Class 4's new teacher, will start after that. **Accident Book:** two minor outside playground incidents of no particular note had been recorded. **Curriculum Chronicle:** Headteacher confirmed these will be on the website and located for Governors in the class allocations.

6 Outturn 2015 / 2016 and Start Budget 2016 / 2017 – BM wished to provide Governors with a whiteboard presentation of the financial reports breaking down the background of School's finances into income derivation and expenditure requirements. She additionally supplied hard copies of both the summary Outturn and summary Start Budget explaining their placement and content in relation to the detailed reports.

With regard to the **Outturn for the finance year April 2015 to March 2016**, the whiteboard illustration demonstrated the current revised budget column against an expenditure to-date column with variances between budget and expected outcome highlighted and explained. **Governors were keen to have a breakdown on the March 2016 virement of Time Out Club funds following the closure of that bank account and with these monies now forming a component part of School's main revenue account.** A figure of £9,392 had been transferred from the profitable Club organisation which had "inflated" the year's income variance to £11,911 – the difference being increased meals sales plus Dales Teaching Alliance supply cover reimbursement. Conversely, expenditure had reduced from an expected figure of £419,368 to £411,233 providing an underspend of some £8,135 which, when amalgamated with the additional income of £11,911, provided an in-year variance of some +£20,047 additional monies. Consequently, the balance to carry forward into the new finance year (April 2016) is expected to be a fairly hefty £31,998 (bearing in mind the Club credit of £9,392 / the unspent Sports Grant of £2,291 and a delayed Ipad purchase of potentially £5,200).

Start Budget 2016 /2017 – BM presented the April proposed budget which was summarised against the budgets for the following two years (2017/2018 and 2018/2019) as required by NYCC. School's base funding was on the October 2015 census of 85 children on roll with each child "worth" approximately £2,900, coupled with a "small school lump sum" of £89,000 in addition to other delegated funding including rates, etc., which equated to a cumulative sum of £350,900. "Other income" of £39,900 related to Dales Teaching Alliance supply refunds of £1,000 / meal income of some £30,600 and Sports Grant of £8,340 with **governor seeking clarification in the difference between the Outturn "Other Income" figure of £49,611 and the Start Budget figure of £39,900:** BM qualified this £10,000 difference as being attributed to £1,950 "old year's" Time Out Club rent paid to School for utility, etc., provision in addition to a Club donation of £3,000 towards School's ICT hardware acquisition during the summer of 2015 and a potential further £5,000 donation towards Ipad purchase which had been deferred to the new finance year. **Governors noted that Club potential staffing and costs expenditure almost broke even with potential parental income** with the BM wishing to emphasise that she had been purposefully pessimistic with regard to income given the Club's uniquely flexible provision with associated costs which made income forecasting difficult. **Governors recognised and considered that Club costs would probably rise a little with regard to some session charging to ensure its continued viability against the required pension provision for staff associated with the "living wage" increases.** In conclusion, the Start Budget in-year possible deficit of some £10,900 which would be offset by the previous year's carry forward of £32,000 might result in a credit carry forward of some £21,100 into the 2017 / 2018 year.

Governors gave their unanimous approval for submission of the Start Budget to NYCC and thanked the BM for her comprehensive presentation and explanation.

(Action – BM to submit SB to NYCC)

7 School Logo – Headteacher confirmed that, pending the creation of a new website via the DBPrimary provision to which School had recently subscribed, she wished to update the logo but had received no feedback of ideas from either parents or Governors. As a consequence, she specifically approached two artistic T As for their input in addition to those ideas which had come about from a teacher looking at other school sites. School's logo had, historically, been based on the actual building but she would like to initiate a small working group to take the ideas forward and come to a constructive conclusion. **Governors recognised the importance of a church ethos being integrated into the logo** with the Headteacher agreeing and qualifying that any results would be put to Governors as a consequence. **She confirmed the website's immense importance to Ofsted** and that its content was

formative in their drawing pre-visit conclusions about a school in gauging its character and modus operandi. **Governor queried as to whether School staff can update any website** with confirmation given that this had been, and would continue, to be done in-house. In conclusion, both Mrs Britton and Mrs Johnson offered their availability for this working group.

8 ICT Development – Teacher Governor confirmed that, in place of LearnAnywhere, School's VLE provision would be made by DBPrimary, operable as from the meeting's date. She informed Governors that children in having their own home page will be able to personalise it to their liking and that the facility also provides content which can be conveniently linked to teaching / homework, etc. This new platform will conveniently incorporate a considerable portion of School's needs and, additionally, it can be transferable between the various IT technologies. The children will be able to message each other **with Governor querying its visibility and ease of monitoring:** she responded saying that its transparency had been one of the reasons for its selection. School's Behaviour Policy will address the children's occasional misrepresentation of communication when they may be refused access for a period of time. Governors appreciated the confirmation that, although there will inevitably occur some inappropriate communication between the children, it is much better that these issues arise during the primary phase of their education. **In response to the query as to whether the children will message during class time,** Teacher Governor commented that there will be messaging instruction in class time but not at the children's free will. A "code of conduct" will be understood and signed by all the children with the facility introduced by her during this week's Collective Worship opportunity. Children will familiarise themselves with the offering up until the Autumn half-term after which it will be extended to their families.

Ipad choice and selection will be given best value considerations over the next few weeks prior to purchase with Governors' approval sought for the purchase of a new Class 2 screen as their well-used and now aged Promethean board had recently failed. Staff had had a touch panel screen demonstration given to them last year when it was confirmed that School wished to move on from the white/smartboard type provision to the large LCD screens which operated without projectors. It had been hoped to purchase two with the second intended for Class 4 but budget considerations made it prudent to only buy one at the present time. **Governors gave their approval for expenditure of approximately £2,500.**

9 Ofsted – preparation for inspection - Headteacher informed Governors that she had recently attended an L A training course on Ofsted inspection which she had found very useful. School had last been inspected four years ago this month so a further inspection could be imminent. It was felt that under the new inspection regime, Ofsted were currently occupied with catching up on a backlog of inspections.

Section 8 Inspection – inspection will be made on the basis that School is ranked as "good" with School's website and the Raise-online data being the information they will access pre-visit. Their expectation will be for a single day's visit to confirm that School is still "good". Should that prove to be the case, a statement will be produced rather than a full report. Should, however, School feel it is operating at an "outstanding" level then this will be clarified to Ofsted early on in the inspection and, after due consideration, it will become a **Section 5 Inspection** with a further visit following the next day. The resulting report is consequently more expansive. Similarly, if the inspector feels School has declined to a possible "requires improvement" level, then again a further visit will follow the next day.

She was in the process of establishing a process to fit alongside this tight and requiring inspection schedule: in addition to having a data file "ready and waiting" on her computer desktop, the inspection call will also trigger notifying telephone calls to the L A, any absent School staff and also to the Governing Body. **In response, the Chair of Governors could expect a call following which she would contact Governors to inform them that, for instance, a Governor group would be needed to meet the inspector at a scheduled time. She confirmed her need for their home / work / mobile telephone numbers** with the Headteacher confirming that Governors would feel it an advantage if there were as many of them as possible.

Ofsted Dashboard – Headteacher informed Governors that the inspector receives this information and that it was important that Governors understand this data presentation with an ability and confidence to qualify the information if called upon. **Clarification was sought with regard to prior attainment,** with confirmation given that this was a gauging of data which measured progress between the Key Stages.

Query was made as to how this would work given the removal of Levels with response given that, at the current time, this was not clear but that, hopefully, the Autumn provision of Raise Online data would provide some comparative base. Headteacher confirmed that it was significant for Governors to be able to translate the data in their understanding of School's characteristics and cohorts. She recommended Governors' familiarity with the SEF with her adding that with School taking on a new teacher this term, it would be comfortable for School to maintain a "good" status.

Ofsted self-evaluation re "effectiveness of Leadership and Management" – the Chair hoped that Governors had made some notes in consideration of the final four points in this self-evaluation: discussion notes transferred by the Clerk to the relevant and remaining four points within the document which are also noted below:

*Point 9: British values are absorbed into the children's studies centred on PSHCE, Collective Worship, science and history: not necessarily a new introduction but more where the relevance and values "fit". The new national curriculum incorporates a lot of "Britishness", ie the citing of figures and examples of British origin. **Query was made as to whether Ofsted take particular regard of a school's spirituality**, this was confirmed as being so but predominantly within a whole ie behaviour and relationships. The SIAMS judgement is undertaken separately.*

Point 10: Children identified with any SEND needs are wholly integrated into School with endorsements made by the Code of Conduct and "buddy" system. Full opportunities are taken to expose children to alternative lives and religions with Governors recognising the mainly privileged local catchment area. Circle time is used as an informing tool with no racial incidents reported. A "Bullying Box" is offered as a means of child to adult communication.

Point 11: Staff training is up to-date with relevant policy reading undertaken with signatures provided. Relevant staff trained with regard to Child Protection with all staff and Governors having undertaken the Prevent online training. Staff maintain a high level of awareness regarding the welfare of individual children and their families. Staff work with external partners with regard to children's needs.

Point 12: Governors and staff have completed the Prevent training. Recognised need to ensure all children have a "rounded" picture of different people and their cultures – with similar recognition given to the challenge and attitudes from their home environments.

Governors confirmed that this completed document would form a useful tool in the event of inspection.

(Action – clerk to type up / complete and circulate)

10 Policies for consideration / ratification – these had been read prior to the meeting with:

Behaviour Policy – no comments - ratified

Anti-bullying Policy – no comments - ratified

E-Safety Policy - ratified

Secure Keeping of Statutory Test Materials Policy – ratified.

Invigilation assistance was requested from Governors for the SATs tests next week. Two Governors present would email their confirmations of availability with the Clerk to email absent Governors.

(Action – Clerk to email Governors)

11 Draft dates for meetings in the Autumn term 2016 – due to known Governor absence in September, the 27th September meeting was proposed to be brought forward to 13th September with this date being included on the schedule.

12 Update regarding the Friends – Governor informed the meeting that a grand sum of £2,279 had been fund-raised for School's Ipad purchase (received with congratulations) and that their AGM had been held on 22nd April. Two further events were scheduled: Mark's Magic Kingdom on Friday, 13th May and the Summer fete on Saturday, 25th June. A poster competition is currently being undertaken by the children with the winning poster placed in the community which would advertise the fete.

13 **Any Governor training** – none since last meeting.

14 **Governor observation reports** uploaded onto LAnywhere: it was noted that three had taken place in one class with the Headteacher adding that this was purely circumstantial.

ICT (Class 2) – Mr Walker dated 21 Jan 16

PSHCE (Class 4) – Mr Walker dated 21 Jan 16

Maths (Class 4) – Mrs Britton dated 8 Feb 16

Science (Class 4) – Mrs Johnson dated 8 Mar 16

15 **Governor observation visits**

Summer Term - P E (Mr Van Parys)

R E (Mr Baugh)

16 **Date of next meeting: Tuesday, 7 June, 2016, at 8.30a m**

A O B – Chair confirmed that she had submitted a School report to the PCC. Query was made with regard to any parents keeping children away from the School during the forthcoming KS1 tests: it was confirmed that, to-date, there had been no absences and that teachers always made a point of presenting the tests in a very low key manner so it was not expected that parents report any anxieties on their children's behalf. **In response to query, it was confirmed that if these should occur that they would need to be marked as “unauthorised” with the Headteacher adding that any imposed fine would only take effect after five consecutive days of absence. She qualified to Governors that there continue to be some instances of requested holiday absences, these are individually considered and if accompanied by an employer's letter then an “authorised” absence has to be given.**