

Approved Minutes
Meeting of the Governing Body (GB) of
ARCHBISHOP RUNCIE CE (AIDED) FIRST SCHOOL

Thursday 12 July 2018

Present:

Mrs S Hawkins (Chair),
Mrs C Bainbridge, Mr C Dallison, Mr A McCabe, Mrs H Miller, Dr S Pickett,
Mrs B Scott-Harden, Mrs K Massey (Deputy Head), Rev Canon A Shipton,
Dr C Tompkins

Governors in post - 13; quorum – 7; governors present – 10
The meeting was quorate

In attendance:

Mrs B Redhead	~	NEAT MAT
Mr N Sanders	~	Governor Services

1. Opening Prayer / Welcome

The meeting opened at 7.25pm with a prayer. Everyone was welcomed.

A safeguarding refresher session for the GB had taken place immediately prior to this meeting.

2. Apologies for Absence

Apologies for absence were **accepted** from Rev Canon P Cunningham, D Henry (Headteacher) and J Senior.

3. Declaration of Interests

There were no interests declared in the business of this meeting.

4. GB Appointments and Membership Update / Resignation of Dawn Cranston

It was noted that D Cranston had resigned from the GB recently; a replacement Foundation Governor (FG) would be needed. In addition, P Cunningham was due to retire over the summer and would be standing down from the GB; it was anticipated that it might take some time to find a replacement, and it was also noted that this FG place would have to remain as a vacancy until such time as a new incumbent was appointed. It was noted that a meeting of the PCC was scheduled to take place shortly.

Action: Replacement Foundation Governors needed

It was also noted that a new Staff Governor would be needed in the autumn term to replace J Senior.

Action: Replacement Staff Governor needed

There was a brief discussion about K Massey's role on the GB: it was explained that, as Acting Headteacher, she was currently occupying the Headteacher position on

the GB for that period and, therefore, her former position as a Co-opted Governor (Staff representative) would be vacant. It was **agreed** that a member of staff could be invited along to GB meetings as an Associate Member in due course; once the name of the person was decided upon, governors would be informed, and asked to give their approval, by email.

Action: Member of staff to be appointed as Associate Member of the GB; governors to be notified, and to give their approval, in due course

It was noted that C Tompkins had agreed to continue in office as a Parent Governor (her term was not due to end officially until December 2019) until the situation in school stabilised.

5. Identification of Any Additional / Urgent Items

Barbara Redhead was introduced and presented the headlines of a finance report she had produced (copies of which were tabled) and highlighted the principles under which the school budget had been set. The report made certain assumptions about the budget (which were outlined), was projected over a three year period and was set up to match the school's staffing arrangements (which would be discussed in more detail later in the meeting as part of the Acting Head's report). It was noted that any other changes (for example, prolonged staff absences, additional supply issues) would result in a less positive budget picture going forward.

Queries / comments were invited and were dealt with as follows:

- **There was funding coming into the budget for absent teachers / supply under the supply insurance arrangements. There was some reference to the lag that always existed with this arrangement, and also to some outstanding supply insurance money the school was currently seeking to recover.**
- **The budget report was based on the best available information; there were some areas where further financial information was needed and this was being pursued.**
- **The arrangements around the new school admin. post were clarified, as well as the more formalised support staff lunchtime arrangements taking place from September.**
- The Chair was due to visit Central Walker CE Primary the following week to look round the school and talk to the NEAT CEO (Debi Bailey) and Chair of Trustees (Roger Alston) about the MAT and potential options that might be available around academy conversion. It was noted that NEAT was a 'mixed MAT' (this term was clarified) and currently included five schools, one of which was a designated Teaching School. Governors acknowledged the excellent level of support and training the school had received from NEAT so far. There was also some discussion about the vulnerability of the school and the need to have time to discuss (and make informed decisions in relation to) the individuality / uniqueness of Archbishop Runcie First School and what sort of institution the GB wanted the school to be going forward. It was suggested that the Diocesan Director of Education, Paul Rickeard, should be able to provide information on any legal considerations. It was discussed that, ultimately, the GB would need to base any decision about academy conversion on robust consideration of the advantages / disadvantages and

after weighing these up against what was felt to be right for the school and with a view to securing its future and long term viability.

- Reference was made to the number of different elements of support the school had received over the past year and how / where these elements had arisen.
- **Reference was made to the perceived advantages / disadvantages of MAT membership, and there were queries about whether there was an opportunity for a trial arrangement ('try before you buy').**
- From the above discussion, governors **agreed** that they would need to have time to discuss in detail (and if necessary consult on) the potential positives / challenges, and to involve Paul Rickeard in this discussion.

Action: Governors agreed on the need for discussion as above

- Governors also **agreed** that they would like to make a formal show of gratitude to NEAT for the support provided; Helen Miller would draft a letter of thanks from the GB for the Chair to sign and forward to the Chair of Trustees (Roger Alston).

Action: Letter to be drafted / sent as above

- In addition, any other governors who wished to join the Chair in the visit to Central Walker CE Primary on 16 July were welcome to do so.

Action: Chair to visit CWP on 16 July; other governors welcome attend

B Redhead was thanked and left the meeting at this point (8.15pm).

It was **agreed** to alter the order of the remaining agenda items slightly.

6. Headteacher's Report / School Improvement Priorities

K Massey highlighted the main points of her report (the report had been circulated by email and hard copies were tabled):

Pupil Performance

Current performance data had been circulated / tabled as part of the Head's report; this had been prepared for the most recent MSG meeting on 9 July and would be scrutinised in detail at the next TLA Committee meeting in September. It was noted that this data was strong and had been externally moderated so should also be as accurate as possible.

Action: TLA Committee

Staffing

The Acting Head gave a confidential staffing overview. The following points were also noted:

- The Nursery was now taking 'rising 3s', which it was hoped would help with numbers / budget. The disadvantage was that Nursery and Reception would not be able to work as closely together as they had done previously. Next year, the school would be running separate Nursery and Reception classes.
- There had been some investment in opening up Reception so there was more usable space available.

The Chair reported that she was being supported by the LA in relation to the management of the Headteacher's absence.

She would inform everyone of any progress as soon as she could.

Action: Chair to inform GB as above

Pupil Data

A sheet showing absence figures by group had been distributed and was highlighted.

Reference was made to PP / FSM eligibility. All of the school's families had been asked to complete the form in September and incentives had been offered to them to claim PP e.g. 10% off uniform costs.

It was noted that shutting the school gates promptly had had a positive effect on punctuality.

Curriculum

The Acting Head referred to what the school had done this year in terms of curriculum provision. The school had started to map out the curriculum for next year. It was explained that the school would be returning to single year groups rather than Key Stages.

Premises

The Acting Head outlined the planned activities in school in September in celebration of the 30th anniversary of the opening of the building. A Shipton was to advertise this at All Saints. It was also suggesting that both churches might ask their congregations to be involved (for example, to write about what had been happening thirty years ago). Media involvement was also suggested.

School Vision

A Shipton drew governors' attention to the latest version of the Vision, Mission and Ethos Statement (July 2018), which had been circulated.

In response to several queries, it was confirmed that parental comments had been sought and taken account of, and this version of the statement had been condensed. It was also confirmed that staff had also had the opportunity to comment and had received this version of the statement. The School Council was still to be consulted. Governors **approved** the statement, and C Tompkins would ensure it was put onto the school website.

Action: Statement approved / CT to put onto website

A Shipton gave his apologies and left the meeting at this point (9.10pm).

Parental Questionnaire

Governors' attention was drawn to information in the report regarding the recent parental questionnaire the school had sent out to parents; the responses / main themes were highlighted. The Acting Head pointed out that the school had produced feedback accordingly.

Action Planning

Governors' attention was drawn to an action sheet (which sat alongside the Head's report) outlining the main actions the school had undertaken over the past few weeks.

It was also noted that the post-Ofsted action plan had been updated; a new plan had been put onto the website to show what Ofsted had said, what the school had done in each case and the impact. A new SEF would be needed to tie in with this work; the Acting Head was currently working on the SEF

Action: KM

Website

It was noted that the school website had recently been audited and was compliant. It was generally **agreed** that the Acting Head should look to put on the website any information that was positive.

Action: Positive information to be put on the website as above

7. Minutes of the Previous GB Meeting

The draft minutes of the GB meeting held on 10 May 2018 had been circulated and were **approved**. There were no confidential items identified.

8. Matters Arising

A document had been circulated which highlighted all the action points / matters arising from the above meeting. The completed actions were **accepted** and other items were dealt with as follows:

Breakfast / After School Clubs (pages 1 and 2)

The Acting Head reported that the arrangements for the Breakfast Club were confirmed: this would take place in the Hut from 7.45am (8.45am during the holidays).

In response to a query, it was explained that there would be no financial liabilities on the school; the provider (Captain Ted's) was running the club as a separate / private entity.

The Acting Head had also asked if Captain Ted's could run an after school club in the same venue but they were not keen to do so. It was noted that C Tompkins had written to Captain Ted's asking for literature / logos / links to their website so the provision could be advertised via the school website.

GDPR (page 2)

It was confirmed that the school had bought into an SLA with an external provider (Veritau) to ensure GDPR compliance. A catch-up had been arranged with the provider.

Action: GDPR

MSG Reports (page 2)

It was noted that the most recent meeting of the school's Monitoring Support Group (MSG) had taken place on 9 July. There were no reports to share from the MSG at this point.

Parental Questionnaire (pages 2 and 3)

It was acknowledged that, although the parental questionnaire had not been produced as per the discussion at the previous GB meeting, some of the questions that would have been included had been circulated in a recent school survey (as mentioned earlier in the Headteacher's report). **There was a query about providing**

feedback (section 6), and the Acting Head pointed out that she had already included this in the school's July newsletter to parents.

Staffing Structure (page 3)

There had been some discussion previously of the extraordinary GB meeting which had taken place on 26 April, at which there had been discussion of the staffing structure. Governors had agreed to keep the draft minutes of this meeting confidential (and all other related minutes / reports / documents) until the process was complete. **It was queried whether the minutes could now be shared, and it was confirmed that, as the process had now been completed, the minutes could be circulated to all governors.**

Action: Minutes of extraordinary GB meeting (26 April) to be circulated

9. Any Reports from GB Committees / Individual and Link Governors / Governor Visits / Governor Development and Training / GB Self Evaluation and Action Plan

Teaching, Learning and Assessment (TLA) Committee – 25 June

The minutes of the above committee meeting had been circulated, and an overview of the quality of teaching was also tabled. The chair of the TLA Committee, S Pickett, highlighted the following items:

- The school's curriculum offer was being reviewed for September. All staff were to be involved in the school's teaching and learning team, which would feed into this review.
- Several policies had been approved: Feedback and Marking / Presentation; TLA; Equal Opportunities. The Supporting Children with Medical Needs Policy would be circulated / agreed by email (and this decision ratified at the next meeting) once changes had been made. The Intimate Care Policy would be reviewed by the TLA Committee in September.

Action: Policies to be approved / reviewed as above

- The School Improvement Plan had also been reviewed. As an action from this process, it had been decided that staff should develop a Staff Development and Performance Management Policy together in September.
- A Learning Walk had taken place to look at areas where improvements had taken place in the classroom and areas to develop.

Pupil Premium (PP) Link Governor Report – 9 July

S Pickett spoke to a circulated report she had drawn up following a meeting on 9 July with the Acting Head, Deputy Head and Barbara Redhead to review the 2017/18 PP strategy statement and plan for 2018/19. It was confirmed that the strategy statement was on the website. **A query about the overall PP numbers / eligibility and the number in statutory year groups (who had to be reported on) and non-statutory year groups (who did not have to be reported on) was clarified.** It was noted that the school's data sheets did include PP so the progress made by individuals could be seen.

SEND Link Governor Report – 14 May

S Pickett also spoke to a written report she had produced following a meeting with the Acting Head to review current SEND provision; this included the assessment, the needs and the provision for all pupils currently on the SEND register, and those

being monitored as part of the on-going SEND assessment process. It was noted that there were 19 pupils on the SEND register.

There had been some discussion about the SENCO role. The Acting Head was SENCO currently, but would only be able to continue in this role for another year (it was only allowable to cover this position for three years without the appropriate qualification). The intention was for Jenny Burns to 'shadow' in the autumn term and to take on the role after Christmas, with a view to gaining the qualification within the stipulated three year period (with support from the Acting Head and Deputy Head).

There was a query about the staffing re-structure (which had taken place since the above meeting) and the extent to which staffing / support for particular pupils was still in place for September. It was confirmed that support for each child would be updated so it was in place accordingly.

Action: KM / JB

Governor Report – Inclusion Training for Staff

S Pickett had also sat in recently on inclusion training for staff led by Jill Tough, LA. This training had been very positively received by staff, and they had found it reassuring to note that they were already doing as they should; they had also gained some ideas for dealing with pupils with learning difficulties.

The Acting Head noted that the plan was to continue to invite Link Governors to relevant staff training.

Ethos Committee

The minutes of the recent Ethos Committee meetings had been dealt with earlier in the meeting.

Finance, Staffing and Premises (FSP) Committee

The committee had met in May as planned and was due to meet again the following week (18 July).

Action: Next FSP Committee meeting - 18 July

Governance Action Plan

The plan had been circulated and would be returned to in due course.

Action: Governance action plan

10. Financial Items / Budget

As mentioned above, the FSP Committee would be meeting again on 18 July.

11. Chair's Report

The Chair gave a verbal summary of the recent meeting of the Directors of the Gosforth Schools Trust (4 July). She highlighted the discussion which had taken place about a bid for funding to use the caretaker's house at GCMS as a facility for SEND pupils, and about the expansion of the middle schools.

On behalf of the GB, the Chair recorded her thanks to those governors who were leaving. Governors were asked to contribute to the staff's collection for P Cunningham if they wished to do so. She also recorded her thanks to all the staff for

their hard work and to those parents who had helped in school over the year.

12. GB Procedural Items

13. Reminder of Chair / Vice-Chair Election Arrangements for November 2018

14. Proposed GB Meeting Dates for 2018/19

15. GB Meeting Planner for 2018/19

Information on procedural items had been circulated, in preparation for the next GB meeting in the autumn when they would be reviewed formally. It was noted that the GB was looking to move to a cycle of fewer GB meetings next academic year (three across the year instead of six); therefore, the current procedural arrangements (chair/vice-chair, link governorships, committees, delegation planner etc) would continue until the first available opportunity for review (which would be November 2018).

The following cycle of GB meeting dates was **agreed** in principle (all to take place at 6.15pm). The GB would try out this new cycle and review how it was going.

Autumn - 28 November 2018

Spring - 28 March 2019

Summer - 4 July 2019

The Chair had circulated a draft year planner as a starting point, which was received. S Pickett undertook to produce a draft plan for the TLA Committee for the year for consideration / approval at the first TLA meeting of the new academic year (September),

Action: SP

It was felt that the system of link governors in place this year had not been particularly effective. A suggested cycle of focused visits had been included in the draft planner, linked to the Ofsted areas / recommendations, with the intention of having two governors per visit. The specific rota for visits would be **agreed** in the autumn.

Action: Rota for governor visits to be agreed (autumn 2018)

16. Any Other Business

It was **agreed** that the Acting Head would contact Mark Wilson, consultant, about the possibility of providing Ofsted training for the GB in the autumn term.

Action: KM

There was no further business; the meeting closed at 10.15pm.