

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

Thursday 10 May 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 - 14; quorum – 7; governors present – 10
The meeting was quorate

In attendance:

Mr N Sanders ~ Governor Services

1. Opening Prayer / Welcome

The meeting opened at 6.25pm with a prayer. Everyone was welcomed.

2. Apologies for Absence

Apologies for absence were **accepted** from Dawn Cranston, Rev Canon Philip Cunningham, Denise Henry (Headteacher) and Jayne Senior.

3. Declaration of Interests

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

4. Identification of Any Urgent / Additional Items

GDPR / data protection would be raised later in the meeting (AOB).

5. Minutes of the Previous GB Meeting

The draft minutes of the GB meeting held on 20 March 2018 had been circulated and were **approved**. There were no confidential items identified.

6. 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 (page 2 / 3)

Reference was made to the lengthy discussion at the previous meeting about the potential for arranging breakfast / after school provision. Governors had generally been in favour of the proposal, with a view to looking at putting something in place for September 2018 subject to certain caveats i.e. the FSP Committee to discuss financial models and the Headteacher to seek feedback from interested parties. It was reported that, subsequently, one of the interested parties had decided not to proceed and the current after school provider (Captain Ted's) had now expressed an

SH 12/07/18

interest in providing a breakfast club on site, so there were ongoing discussions with them.

Action: FSP Committee / Headteacher

Reference was also made to questions which had been raised previously about the income / funding stream this would provide; it was felt that these questions needed to be answered to be able to factor this into the budget.

Marketing Plan / Strategy (page 3)

This had previously been passed to the Finance, Staffing and Premises (FSP) Committee to look at further.

Action: FSP Committee

Service Level Agreements (SLAs) (page 3)

GDPR (page 3)

Clarification / confirmation would be needed by the FSP Committee of the cost to the budget of the SLAs for 2018/19, including the arrangements to do with GDPR compliance. It was understood that the Gosforth Schools Trust was looking at buying into an external provider for support with GDPR, which would include provision of a shared Data Protection Officer (DPO) role. It was noted that Kate Massey had access to the LA's Services to Schools system, through which schools bought into a range of services; it was **agreed** that she and Carol Bainbridge would check the SLA buy in for 2017/18.

Action: K Massey / C Bainbridge / FSP Committee

MSG Reports (page 5)

There had been a suggestion at the previous meeting about the possibility of sharing the reports to the school's Monitoring Support Group (MSG) meetings with the GB as another route for governors to be able to see where progress was being made. It was noted that the Chair attended the MSG meetings and it was **agreed** that she would look through the latest MSG report provided by Ian Dawson, LA, and circulate it to the GB if appropriate.

Action: S Hawkins

Communication with Parents (page 5)

Sarah Pickett referred to a recent meeting (Home/School partnership) at which parents had been asking about ways of finding out more / having more information about the GB and its discussions (for example, about school data) and the kind of scrutiny that was being brought to bear on the school; this had been discussed and it had been pointed out that GB minutes (once approved) were available on the school website. There was a discussion about the confidentiality of certain GB documentation / information and about what additionally might be made available to parents. It was **agreed** to create a page on the website to highlight the GB's committees (what they did / terms of reference / how often they met).

Action: C Tompkins

It was also queried / discussed that it might be useful to carry out another parental questionnaire at this point (perhaps through Survey Monkey); the questions would need to be crafted carefully to ensure information was received back on any areas the school / GB particularly needed to know about.

It was **agreed** that that this process should be monitored / overseen by the TLA Committee and an addition made to the committee's terms of reference to reflect this. Craig Dallison and Caroline Tompkins would look at potential questions (including looking at what the school / GCMS had asked parents previously) and would circulate to the GB for comments with a view to creating a Survey Monkey questionnaire; it was hoped that the analysed survey results would be ready for the GB meeting later this term.

Action: C Dallison / C Tompkins / GB

Safeguarding Incident (page 6)

Reference had been made at the previous meeting to a safeguarding incident involving a member of staff; it had been reported that the matter had been dealt with and there were procedures in place to ensure that anything similar would not happen again. **Following a query from A Shipton about the need to make clear the procedures which were in place, it was agreed that he would follow this up in his role as Safeguarding Link Governor.**

Action: A Shipton

Andrew Shipton gave his apologies and left the meeting at this point (7pm).

Staffing Structure (pages 5 / 6)

There was some discussion of the extraordinary GB meeting which had taken place on 26 April, at which there had been discussion of the staffing structure. The draft minutes of the meeting had not yet been circulated; the Chair felt that it would be better to share the minutes together with any other supporting documentation once the process had been completed. There was discussion about how the outcomes of this meeting were informing the next part of the process and whether any decisions would be taken at this GB meeting based on what had been discussed then. It was clarified that the 26 April meeting had agreed to proceed with the consultation process and there had also been agreement of what would go out to consultation with staff; it was confirmed that what had gone out for consultation had been as agreed by the GB. Governors **agreed** to keep the draft minutes of the extraordinary meeting of 26 April confidential (and all other related minutes / reports / documents) until the process was complete. It was noted that the staff were to be told the outcome of the staffing re-structure consultation on 21 May.

There was also some reference to the tone of some of the discussion at the 26 April meeting; one of the governors who had been present at that meeting had subsequently apologised. There was a discussion about how best to avoid a similar situation happening again and to ensure a productive use of the time available at meetings. Governors discussed a method for discussing any potentially contentious situations, and **agreed** to adopt this method at future meetings.

Action: GB

There were also queries and discussion about the relationship between governors and staff, the process if staff approached governors, the GB's role and appropriate protocols to follow and the existing support mechanisms available for staff to be able to follow up any issues or concerns. Governors were aware of the need to talk to and listen to staff as part of their role in 'knowing' the school, but acknowledged that care and balance were needed in terms of how

they responded to staff as there was a limit on what governors were allowed to do and in order to manage expectations and protect all concerned. Governors discussed circulating an information sheet from Governor Services to the school staff on the role of the GB for clarification and as a reminder, but also felt there needed to be something additional which could signpost support mechanisms / procedures for staff to access so they felt properly supported.

Safeguarding / Health and Safety / Risk Management Items (page 7)

Reference had been made at the previous meeting to the school gates being shut at particular times of day (mornings). **There were concerns raised by governors about the dangers resulting from the 'knock on' effect of delivery vehicles now blocking the access road due to their having to 'sit' outside the school. It was suggested that the school might contact its suppliers about delivery times and look at having delivery times printed on orders.**

Action: School

Post Ofsted Action Plan (POAP) (page 7)

It was noted that information about the POAP was in the Headteacher's update report to the GB, which would be considered later in the meeting.

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

Ethos Committee – 23 March and 27 April

The minutes of the above committee meetings had been circulated. The following item was highlighted:

- The vision / ethos / aims / values statement had been sent out to parents as agreed. The committee would need to take account of any feedback.

Action: Ethos Committee

Teaching, Learning and Assessment (TLA) Committee – 26 March and 23 April

The minutes of the above committee meetings had been circulated, along with the notes from the meeting Sarah Pickett and Caroline Tompkins had had with the Headteacher and Deputy Head on 5 March to talk about data and the POAP (this meeting had been reported on at the previous GB meeting). The following items were highlighted:

- Sarah Pickett was to send out amended minutes from the 23 April meeting in due course.

Action: S Pickett

- The 26 March meeting had involved the committee going through the School Improvement Plan and looking at data. Pupil progress / data overview / data analysis information was tabled; it was noted that this was the same data the committee had looked at previously and it showed an improvement on the previous data set. It was also pointed out that the new method of assessment the school was using made it a lot easier to interpret the data.
- The 23 April meeting had involved the committee reviewing policies; several policies were still to be reviewed by the committee or were to come back to the committee to be finalised.

Action: TLA Committee

- The committee was now also responsible for ensuring that the Link Governors were reporting back. Sarah Pickett had emailed Link Governors about this and was awaiting feedback.

Action: Link Governors / S Pickett

- The next progress data would be available on 15 June, so it was likely that pupil progress meetings would be taking place the week after. It had been suggested that it might be useful for TLA members to attend these meetings or talk to staff about the outcomes.

Action: TLA Committee

Finance, Staffing and Premises (FSP) Committee – 1 May

The minutes of the above committee meeting had been circulated and were considered alongside tabled documents showing the outturn figures for 2017/18, the proposed budget for 2018/19 and projected figures for the following two years. The following items were highlighted / discussed:

- There had been a positive balance of around £30K to carry forward from 2017/18. The main variances / reasons for the under-spend across the year were highlighted. The year had been very challenging financially but it had been possible to deliver this surplus which would go towards helping to balance the budget for 2018/19.
- With reference to the budget figures for the period 2018-2021, it was noted that, as things stood currently, the finances balanced over the three-year period provided all of the various assumptions made about the budget were true.
- Carol Bainbridge took governors through the various assumptions that were being made about the three-year budget plan, which included the following:
 - That the staffing re-structure proposed at the 26 April GB meeting would be going ahead as planned; if any changes were made as a result of the staff consultation, the budget figures would need to be revisited;
 - A contingency figure had been included in the budget plan to take account of any reductions in pupil numbers (£9K in 2018/19 and £5K per year for the two years thereafter) in case the school was not full. **There were some queries and discussion about the numbers due to leave / join the school.** The Headteacher had said that the GB / committee should work on the principle the school would be full: there had been fewer 'first choice' applicants than had been the case previously, but there had also been a number of parents carrying out visits who had not put the school down as an option as they did not feel they would get in. It was noted that the deadline for Reception was 30 April, so it should be known by now how many parents had accepted places.
 - **There were further queries and discussion about whether or not Reception would be full, whether there were any particular concerns / trends re: families / children leaving the school, the impact of the school's 'RI' judgement on parental choices and about whether there was a potential need to do any positive marketing, and the impact on pupil numbers of the expansion of other local schools.** It was felt that there would be a much better idea of impact once the school's actual admission numbers were known.
 - There had been some under-investment in BSA previously; £20K had been included in the budget to help in this area; it was hoped that this

- would also help towards the impact of the RI judgement;
- The list of SLAs / costs would need to be confirmed
- The FSP Committee would need to meet again to finalise / approve the budget, subject to checking on some of the assumptions / uncertainties mentioned above (outcomes of staffing consultation re: re-structure / pupil numbers / SLAs including GDPR / Breakfast Club impact and opportunities / income and funding around the Nursery provision). Budget figures would need to be re-set to reflect any changes. Governors **agreed** to delegate responsibility to the FSP Committee to approve the budget. The committee would meet on 16 May to approve the budget; the intention was that the budget would take account of the outcomes of the staffing structure consultation (which would be available at this meeting).

Action: FSP Committee

8. **Headteacher's Update**

The Headteacher's update report had been tabled and the main items were highlighted by the Deputy Head in the Headteacher's absence.

9. **Chair's Items**

The Chair outlined a proposal to appoint Barbara Redhead as Associate Head to support the school's leadership team until Christmas 2018 (half a day a week – cost of approximately £5K). **There was some discussion about the funding of this appointment and the rationale.** It was noted that Ian Dawson, the LA's Head of School Effectiveness, had explained how a similar arrangement had worked elsewhere in the LA and he had recommended it as a course of action – this was supported by the Diocesan Director of Education, Paul Rikeard. The Deputy Head was asked how she, the Headteacher and the SLT felt about this proposal; she felt it was supported. It was noted that this was not a mentoring arrangement. Following discussion, this proposal was **agreed** subject to monitoring / review of impact / effectiveness and the effect on staff morale (a 'sense check'), and consideration of how the message about the rationale could be delivered positively. A GB working party was suggested to monitor this.

Action: GB working party

It was also noted that the Deputy Head at Tyneview Primary (a school which was part of the NEAT MAT) would be supporting the school as a Y3 teacher after the SATs (due to K Ainsworth's continuing absence). It was discussed that this was important in terms of continuity; however, the full implications of the impact on the budget would need to be clarified as well as the benefits to the school.

10. **Financial Items / Budget Approval 2018/19**

This had been discussed earlier in the meeting; there were no further items raised.

11. **Gosforth Schools Trust (GST) Items**

A moderation meeting had taken place earlier in the day amongst staff from the GST schools. The lead moderator had visited school recently and had validated all of the assessments / judgements made by the school's staff.

12. LA Reports – Summer Term 2018

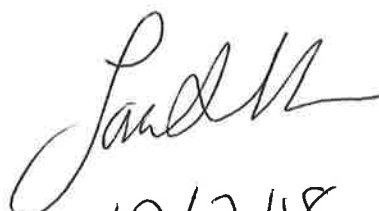
The following reports had been circulated:

- Admissions Update
- Update on HR Issues

Both reports were **received**, with reference to the changes made to the Childcare Voucher Scheme (as outlined in the HR report).

13. Any Other Business

There was no further business; the Chair thanked everyone for attending and closed the meeting at 9.40pm.


12/7/18

