

## **TOLL BAR SCHOOL GOVERNING BODY**

Minutes of the Toll Bar Primary School Governing Body's Meeting held at the school on Tuesday 20 November 2018, commencing at 5.00 pm.

**PRESENT:** J Robinson (Chair) S Bower (Headteacher), T Griffiths, A Jamroz, M Milan, P Sutton, Y Whaley, L Wood, M Milan and K Midgley

**IN ATTENDANCE:** A Newton Associate Member  
A Melling for item 3 Literacy update

**CLERK:** Chris Rothwell

### **1 WELCOME**

The Chair welcomed everyone to the meeting.

### **2 TO AGREE A FINISHING TIME FOR THE MEETING**

RESOLVED (1)

That the finishing time for the meeting be agreed as 7.00 pm.

### **3 LITERACY UPDATE**

A Melling provided an update covering the areas highlighted below and circulated information to support her presentation. The Governing Body thanked for her hard work and commitment.

- SAT results KS2 in Reading;
- Children achievements – significantly below national targets but hard work was being undertaken to increase achievements;
- Parental Engagement – there had been an increase in parents attending school, becoming engaged and providing a positive impact. It was stressed that workshops had proved an excellent way of achieving more parental involvement and could also be used to provide additional support to parents and a way to let them know their input was valuable and appreciated.
- Actions;
- Outcomes;
- Success Criteria;
- Impact/monitoring/line of enquiry;
- Reading Scheme – engages all children;
- Writing – Ofsted outline 11 July 2018 – requirements to ensure children are reaching their capacity and focus for the coming year.

RESOLVED (2)

The Governing Body thanked A Melling for her information provided and continued hard work.

#### **4 NUMERACY UPDATE**

An update was provided by Y Whaley.

Priority areas were highlighted particularly “greater depth” where pupils had achieved a much higher level than expected. Visual support and memory recall skills were being focused on and in daily practical contexts.

Intervention for children would continue for those that required additional support.

3 classes were trialling the SIF bidding package provided by the Local Authority – It was noted that this was a good opportunity but the School wished to ensure it was the correct path for their pupils, therefore trialling was the best opportunity to identify which classes it would benefit and receive the most impact.

Comparisons between boy and girl achievements were addressed.

RESOLVED (3)

The Governing Body thanked Y Whaley for her hard work and commitment.

#### **5 ELECTION OF THE CHAIR**

In accordance with the Procedure for the election of Chair and Vice-Chair the Governing Body was asked to consider the election of the Chair.

RESOLVED (4)

That J Robinson be elected Chair of the Governing Body to hold office until the Autumn term 2019.

#### **6 ELECTION OF THE VICE-CHAIR**

In accordance with the Procedure for the election of Chair and Vice-Chair the Governing Body was asked to consider the election of the Vice-Chair.

RESOLVED (5)

That K Wroe be elected Vice-Chair of the Governing Body to hold office until the Autumn term 2019.

#### **7 GOVERNING BODY MEMBERSHIP**

##### **Co-opted Governor Representatives**

Governors were asked to appoint to the two Co-opted Governor Vacancies but it was proposed that no appointment be made and further discussions took place under the following agenda item.

### **Local Authority Representative**

Mrs K Midgley had been appointed as the Local Authority Representative for the period 15 November 2018 to 14 November 2022.

RESOLVED (6)

- a) That the change in membership be noted.
- b) That no Co-opted Representatives be appointed.

### **8 RECONSTITUTION OF THE GOVERNING BODY**

The Co-opted member be amended to 5 due to not being able to appoint any Co-opted Representatives

RESOLVED (7)

- a) That the Constitution of the Governing Body change to 5 Co-opted representatives.
- b) That a new Instrument of Government be drawn up ready for the Spring term agenda.

### **9 APOLOGIES**

The Governing Body considered the apologies received.

RESOLVED (8)

That the following apologies for absence from the meeting be accepted: K Wroe and D Smith.

### **10 URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR**

It was reported that no urgent action had been taken since the last Governing Body meeting.

### **11 MINUTES OF THE LAST GOVERNING BODY MEETING**

RESOLVED (9)

That the Minutes of the meeting held on 3 July 2018 be agreed and signed as a correct record.

### **12 MINUTES OF COMMITTEE MEETINGS**

RESOLVED (10)

That the Minutes of the Committee meetings held on 4, 16 and 22 October 2018 be agreed and signed as correct records.

**13 MATTERS ARISING FROM THE MINUTES/ACTION SHEET**

The following matters arising were considered:

4 October 2018 – Teachers Pay Grant had just been received.

16 October 2018 – Water leak – unfortunately no compensation could be achieved to make the repair.

**14 CONFIDENTIALITY AND ACCESS TO PAPERS AND MEETINGS**

Governors were reminded of the need for confidentiality of papers and issues discussed.

**15 DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS**

All Governors were required to complete the Declaration of Interest Form in line with statutory requirements.

RESOLVED (11)

- a) That all Governors be required to complete a Declaration of Interest Form and ensure a copy is provided to the school.
- b) That it be noted that there were no declarations of any business or personal interest raised in connection with any items on the agenda.

**16 GOVERNING BODY CODE OF CONDUCT**

Governors were reminded of the requirement to annually read, understand and support the Governing Body Code of Conduct and agree to adhere to it.

A Governor asked for clarification on what the term “having no informal contact with pupils”. Any contact with pupils needed to be agreed with the school.

RESOLVED (12)

- a) That the requirement to read and adhere to the Governing Body Code of Conduct annually be noted.
- b) That it be noted that all Governors present at the meeting had signed to confirm their willingness to adhere to the Code of Conduct.
- c) That the Headteacher be asked to ensure that any Governors not in attendance at the meeting sign to agree to adhere to the Code of Conduct.

**17 REVIEW OF COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE**

The Governing Body was asked to review its Committees’ memberships and terms of reference.

RESOLVED (13)

- a) That the following memberships of the Governing Body's Committees be agreed on the understanding that they will remain in force until reviewed or amended by a subsequent resolution:

**Standards and Effectiveness Committee**

Headteacher, J Robinson, A Newton, D Smith, L Wood, K Wroe, Y Whaley, P Sutton and T Giffiths.

**Resources Committee**

Headteacher, J Robinson, A Newton, M Milan, L Wood, Y Whaley, K Midgley and K Wroe.

**Headteacher's Performance Management Review**

J Robinson, P Sutton and D Smith.

**School Emergency Plan Working Party**

Headteacher, J Robinson, A Newton and P Sutton.

**Pay Committee**

J Robinson, P Sutton and D Smith

**Pay Appeals Committee**

K Wroe, plus two Governors not on the Pay Committee.

**Parental Complaints Committee**

Any three Governors nominated by the Chair

- b) That the terms of reference of the Governing Body's Committees be agreed with no changes.
- c) That the Clerk to each Committee shall be appointed at the meeting.
- d) That the Chairs of Committees shall be appointed at the meeting.

18 **APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES**

Governors were asked to appoint to the statutory roles of Safeguarding and Special Educational Needs and Disability Governor and agree other individual responsibilities in line with the current school development priorities and appoint appropriate Governors.

RESOLVED (14)

That the following Governors would undertake the specified responsibilities;

Curriculum	T Griffiths
Literacy and Standards	P Sutton
Numeracy	D Smith
Safeguarding/ SCR	K Wroe
SEAL and PHSE	T Griffiths
Inclusion (SEN and Gifted and Talented)	K Wroe
Race Equality	L Wood
ICT	M Milan
Attendance	K Wroe
Young Carers	K Wroe
Health and Safety	J Robinson
Pupil Premium	K Wroe (S Bower - SLT Member)
Administer for SATs Governor	J Robinson
Governor Log	J Robinson
Religious Education	A Jamroz
Gypsy, Roma and Traveller (GRT)/English as Additional Language (EAL)	J Robinson
CIC/Vulnerable pupils	J Robinson

### **Governors with Class Responsibilities**

Foundation 1 and 2 -	P Sutton
Oak -	M Milan
Willow -	K Wroe
Sycamore -	D Smith
Chestnut -	K Midgley
Cedar -	A Jamroz
Elm -	J Robinson

## **19 HEADTEACHER'S REPORT INCLUDING ANY MATTERS ARISING AND GOVERNORS' QUESTIONS ON THE REPORT**

The Headteacher addressed his written report which had been circulated separately prior to the meeting, addressing and responding to the following areas:

School Improvement Plan – it was stressed that the school was aiming for above average targets and Governors were asked to recognise the goals set.

StEP partner – the recent Autumn visit had identified the complexity of the school, particularly the staff supporting each class. The complex needs of some of the children was highlighted with one particular class achieving zero exclusion rates last year.

A teacher had been appointed to one particular class to support achievement with results with positive impacts rising. The school was very pleased with achievements and had hit national expectations in some areas.

Students on placement from university – funding was received for this additional support.

External Support – The school was continuing to provide additional specific training which was generating additional income.

Safeguarding Policy - The Framework was highlighted and the Chair requested that all Staff and Governors were up to date with their Safeguarding training.

Neglect Toolkit – An update was provided with regard to neglect and outlined the difficulty of ensuring people opened up and asked for help. A Graded Care Plan was now being used and there was the need to ensure parents knew this was an assessment carried out by the school and used as evidence, if required. There was acknowledgment that the Early Help Team had undertaken an Audit on the Member of Staff responsible, with an outstanding result.

Working hours for the member of staff who undertook the assessments, had been extended. Ensuring that flexible working was available.

Policies – All policies were noted but it was requested that a further policy be developed on Transgender.

Attendance – A detailed paper was circulated. An increased number of fixed penalty notices had been issued.

Holiday Club Funding – not yet re-secured but the result should be known by the end of the month.

RESOLVED (15)

- a) That the Headteacher's report be received with thanks.
- b) That a Transgender Policy be developed.
- c) That the Headteacher's report on the Summer term StEP visit be received and noted.
- d) That John Robinson be nominated to attend the Spring term StEP visit.

## 20 **REVIEW OF SCHOOL IMPROVEMENT PLAN**

Governors considered the School Improvement Plan (SIP) to ensure it reflected the current needs of the school and identified Governor monitoring activities.

RESOLVED (16)

That the SIP be noted.

## 21 **STANDARDS AND EFFECTIVENESS PARTNER (StEP)**

This item was covered as part of the Headteachers report.

## 22 **LOCAL AUTHORITY REPORTS**

The Governing Body gave consideration to the following issues that were attached to the report as part of a letter from the Local Authority's Assistant Director, Commissioning and Business Development:

The following were considered;

**(1) KEEPING CHILDREN SAFE IN EDUCATION**

RESOLVED (17)

That the report be noted.

**(2) SCHOOL ADMISSION ARRANGEMENTS – 2020/2021 SCHOOL YEAR**

RESOLVED (18)

That the admission number be 30 and details in the report, be noted.

**(3) CHILDREN AND YOUNG PEOPLE IN CARE**

RESOLVED (19)

That the Designated Teacher provide an annual report and a copy be forwarded to the Doncaster Virtual School.

**(4) GYPSY, ROMA AND TRAVELLER CHILDREN, AND CHILDREN WITH ENGLISH AS AN ADDITIONAL LANGUAGE**

RESOLVED (20)

That the school was prepared to admit GRT/EAL children promptly, their progress was monitored and the lead teacher provided an Annual report to Governors.

**(5) ATTENDANCE**

This was addressed as part of the Headteacher's report.

**(6) TARGET SETTING AND ANALYSIS OF ACHIEVEMENT**

This was addressed as part of the Headteacher's report.

**(7) SOCIAL MOBILITY OPPORTUNITY AREA – IMPROVING LIFE CHANCES FOR DISADVANTAGED PUPILS**

RESOLVED (21)

That the report be noted and the school ensured processes were in place to enable them to evaluate and champion the progress and attainment of disadvantaged pupils.

**(8) BUY DONCASTER**

RESOLVED (22)

That the report be noted.

**(9) EDUCATION: FUTURE DIRECTIONS IN DONCASTER SEMINAR**

RESOLVED (23)

That the Future Directions in Doncaster Seminar be held at Castle Park Rugby Club, Armthorpe Road, Doncaster on

- Thursday 7 March 2019
- Wednesday 17 July 2019

**(10) GOVERNOR TRAINING PROGRAMME 2018/19**

RESOLVED (24)

That the training offer be noted.

**(11) MEDIUM-TERM FINANCIAL PLAN**

The Plan had been circulated prior to the meeting.

RESOLVED (25)

That the Medium Term Financial Plan be noted.

**(12) DONCASTER SCHOOLS FINANCIAL REGULATIONS AND FAIR FUNDING SCHEME FOR FINANCING SCHOOLS**

RESOLVED (26)

That the report be noted and the Doncaster Schools Financial Regulations and the Scheme for Financing Schools for the current year be adopted.

**(13) THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS)**

The process was outlined to the Governing Body highlighting the Statement of Internal Control highlighting any weaknesses in the system.

RESOLVED (27)

- a) That a timetable for the preparation of the SFVS be prepared.
- b) That the Statement of Internal Control be signed and submitted to the Local Authority's Internal Audit Service.

**(14) FINANCE POLICY**

RESOLVED (28)

That the Finance Policy be considered at the Spring term Governing Body.

**(15) SCHOOL'S FINANCIAL PROCEDURES**

RESOLVED (29)

That the School's Financial Procedures be reviewed to ensure they are current.

**23 SCHOOL ITEMS**

**23a HEALTH AND SAFETY**

A report was circulated for noting.

**23b COMPLAINTS REVIEW**

There had been no complaints.

**23c ATTENDANCE**

This had been addressed as part of the Headteacher's report.

**24 MONITORING THE BUDGET**

Governors considered the budget monitoring report for the 2018/2019 financial year and an update was provided. It was noted that the position would require consideration in future.

RESOLVED (30)

a) That the budget monitoring report for the 2018/2019 financial year be received and noted.

b) That it be noted that the school is on target to meet its budget plan.

**25 COMPLIMENTS, COMMENTS AND COMPLAINTS**

Complaints had been addressed earlier and it was noted that there was a book in the school that noted compliments.

It was noted that university students that had undertaken a placement at the school always provided feedback, which had been very positive to date.

RESOLVED (31)

That the information be noted.

26 **GOVERNOR TRAINING REPORT**

The Governing Body was informed that any training must be reported to the Governing Body and logged.

RESOLVED (32)

That the discussion be noted.

27 **TO CONFIRM ANY CONFIDENTIAL ITEMS**

There were no items discussed which were deemed to be of a confidential nature.

28 **DATE AND TIME OF NEXT MEETING**

RESOLVED (33)

That it be noted that the Governing Body's next meeting would be held at the school on Tuesday 12 March 2019 at 5.00 pm.

Chair \_\_\_\_\_

Date \_\_\_\_\_

The meeting ended at 7.00 pm

**ACTION SHEET – GOVERNING BODY MEETING**

<b>School:</b>	Toll Bar Primary School
<b>Meeting Date:</b>	20 November 2018
<b>Clerk:</b>	Christine Rothwell

<b>Agenda Item Number</b>	<b>Action Required</b>	<b>By whom</b>	<b>By when</b>	<b>Actioned</b>
19 Headteachers report	Transgender Policy to be developed.	The School	As soon as practicable	

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