



# Boyle and Petyt Primary School Governing Body

## Minutes of Meeting of the Governing Body

14th October 2015

The Boyle and Petyt Primary School - Beamsley

### Opening:

The meeting of the Boyle and Petyt School Governing Body was called to order at 6:30pm on 14<sup>th</sup> October 2015.

### Present:

Mrs. I. Addy, Rev. S. Cowling, Mr. L. Basham, Mrs. Dennison-Newton, Mrs. J. Ebel, Mrs. R. Nelson, Mrs. J. Pennock, Mr. S. Petty, Mrs. A. Turner, Mrs. S. Holmes (note taker).

### Apologies for Absence

C. Crabtree & C. Wray

### New Governors

SH welcomed Mr L. Basham as a parent governor.

The governing body is still short of 1 foundation governor.

### Renewal of Terms of Office:

AT was asked to leave the meeting.

AT's terms of office has ended as a foundation governor. As AT is now employed by the school, Governors need to approve AT's re-appointment taking this change into mind. *AT was unanimously re-appointed* for a term of 4 years.

AT re-joined the meeting.

### Election of Chair:

Nominations for Chair were sought. C Crabtree was the only nomination received. IA nominated and was seconded by AT. *C. Crabtree was unanimously elected.*

### Election of Vice Chair:

Nominations for Vice Chair were sought. PDN nominated S. Cowling and was seconded by SP. SC agreed to his nomination. No other nominations were received and S. Cowling was elected.

In CC's absence SC took the chair.

### Declaration of Business Interests

None declared

### Declaration of Gifts/Hospitality

None declared

### Correspondence/Publications

- Staffing Structure 2015/16
- Finance Minutes 8.10.2015
- Budget Monitoring & Revised Projected Forecast 30.09.2015
- Budget Management Policy 2015/16 including Finance Terms of Reference & Scheme of Delegation to Headteacher
- Pay Policy 2015
- Contract Review Schedule 2015/16
- Education Skills Induction & Development Framework
- Governor Training for 2015/16

## Approval of Agenda

*Agreed*

## Approval of Minutes 19<sup>th</sup> May 2015

The minutes of the meeting held on the 19<sup>th</sup> May 2015 unanimously approved as distributed.

## Matter Arising from Minutes of 19<sup>th</sup> May 2015

### **Staffing Structure**

IA had reviewed and decided the recent staffing changes were already covered so it was not necessary to change.

*Staffing Structure approved.*

### Register of Business Interest

Governors completed. *SH to distribute to absent governors.*

### Terms of Reference:

*Governors agreed the terms of reference for the following committees:*

*Governing Body*

*Pupil Progress and Curriculum*

*Finance*

*Admission*

*Behaviour and Discipline*

*Staff Dismissal*

*Staff Dismissal Appeals*

## Governor Committees and Roles

### **Admission Sub-Committee**

Governors appointed:

Mrs. I. Addy

Mrs. R. Nelson

Mr. L. Basham

Mrs. A. Turner

### **Child Protection Governor**

Governor appointed:

Mrs. A. Turner

### **Pupil Progress and Curriculum Committee**

Governors appointed:

Mrs. I. Addy

Rev. S. Cowling

Mr. C. Crabtree

Mrs. P. Dennison-Newton

Mrs J. Ebel

Mrs. R. Nelson

Mr. L. Basham

### **Finance Committee**

Governors appointed:

Mrs. I. Addy

Mr. C. Crabtree

Mr. S. Petty

Mr. C. Wray

Mrs. A. Tuner

### **Health & Safety Governor**

Governor appointed:

Mr. S. Petty

### **Appraisal Committee – formerly Performance Management Committee**

Governors appointed:

Mr. C. Crabtree

Mr. S. Petty

Mr. C. Wray

### **Staff Dismissal Committee**

To be appointed as needed, with the exception of governors who are ineligible or will serve on the Staff Dismissal Appeals Committee.

### **Staff Dismissal Appeals Committee**

Governors appointed:

Mr. C. Crabtree

Rev. S. Cowling

Mrs. P. Dennison-Newton

### **Pupil Behaviour and Discipline Committee**

It was agreed to follow LA advice and not appoint named governors to this committee. The GB will appoint 3 eligible governors to serve on this committee should the need arise. Any governor is eligible to serve, with the exception of the head teacher.

### **SEN Governor**

Governor appointed:

Mrs. J. Pennock

### **Pre-school Committee**

PDN asked if the pre-school committee should become a permanent committee. Governors thought it would only be needed for the next 12 months and agreed the committee continue with P Dennison-Newton and J Ebel who would call on relevant governors when needed.

### **Early Years' Governor**

Governor appointed:

Mrs J. Ebel

## **Scheme of Delegation**

*Agreed in principle but SC asked IA to review and report if any changes with regard to Early Years.*

## **Publication Scheme (FOI)**

*Approved.*

## **Finance Report**

### **Budget Management Policy including Terms of Reference and Scheme of Delegation to Headteacher**

*Agreed.*

### **Budget Monitoring Report & Revenue Financial forecast**

SP and IA reported that finances had improved. SEN funding had now been received although there could be a claw back of the element 2 part of this funding so the bursar has set aside a contingency £3221 should this arise. The ICT spend is higher than expected but necessary to bring the ageing system up to date.

Cleaning and caretaking costs look like a small saving as an external cleaning company is currently being used, however, it must be noted that there is currently no caretaking provision. IA is to advertise the posts. JP asked whether the house was still to be offered as an option with the jobs. IA said she could advertised that the house was available but said the Trustee Governors were going to carry out re-medial and re-decoration work and there was a good chance the rent would increase. Governors agreed that anyone moving into the house should be subject to DBS enhanced checks.

This year's census has been submitted for 60 – 2 more than predicted in the Start Budget.

### **Pay Policy 2015**

IA had reviewed and applied the M6 and leadership level changes but said none of these affected staff at the school.

*Governors approved the Pay Policy.*

### **SFVS**

*Finance Governors are to review the SFVS at the next meeting. SFVS needs to be submitted to Veritau by 31.03.2015.*

**Free school meals** for staff supervising lunchtime was agreed to continue.

## **Pupil Progress and Curriculum Report**

PDN reported on the meeting of 1<sup>st</sup> October 2015:

Performance review is covered in the Headteacher's Report.

### **RE, Collective Worship Policies and Assembly Plans**

Christianity is the major focus and the second, as recommended by NYCC, is Islam. SC recommends going with NYCC's suggestion as it is the 2<sup>nd</sup> largest in the UK. IA agreed. The PP and Curriculum also recommended Islam as the 2<sup>nd</sup> but to have generic topics covering other religious cultures. **SC said it was an important point to make the distinctions between the different cultures and asked if visits were made.** IA said trips have previously been to Keighley and Bradford and the Muslim RE teacher, based at UWS, had delivered a series of lessons at the school. **PDN asked if tolerance is taught at school.** IA said yes and tolerance forms part of the Government's directive for teaching British Values. LB thought visits were important so children could see and so gain a better understanding of the different cultures. *Policies recommended by the Curriculum committee and approved by Governors are:*

RE

Collective Worship

Curriculum

## Headteacher's Report

### Pupil Attainment

National data is not available for the last academic year. North Yorkshire's data, whose figures are normally higher than the National, have been published and are detailed in the Report. IA reported:

EYFS are fine with 87.5% achieving a good level of development

KS1 attainment was not so good especially the boys. Girls' phonics was better than the boys. The average point score was lower than the LA average. Staff and PP & Curriculum governors have been tracking this group and were aware of the boys' low attainment.

KS2 results were good, achieving better than LA averages. Results in maths and writing were very good as 2 girls achieved L6.

The school's new EDA is visiting IA tomorrow and IA is expecting to answer questions about the KS1 boys results and phonic performance.

### SEF

Ofsted will request copies of the SEF and SDP prior to any visit so it is important that governors agree the judgements that IA has drafted. IA's judgement is 'good' and highlighted the positive aspects with recommendations for improvements.

There are 6 key priorities and these are detailed in the report.

Inspecting the effectiveness of early years' provision is a new category so it is important that provision and standards are monitored closely now our FSU is running.

PDN asked if Ofsted would change the judgement if they thought it was better. IA said no.

SC has not seen any document outlining what British Values are and feels that parent values could be very wide ranging and thinks seeing the document would be helpful to address any issues. *IA is not aware of any document but will check.*

IA told the meeting that the school in conjunction with the pupils have agreed the school values as friendly, ambitious and brave (FAB), which is felt by all to cover all aspects of the children's work and play.

### PE

The PE timetable has been altered so KS1 now swim for 2 terms and KS2 for 1. PE at Bolton Abbey Village Hall is now only for KS2 and KS1 stay at school. These changes mean more efficient use of lesson time **as suggested by the Pupil Progress Committee last term.**

### SEN

IA said there are currently 5 on our special needs register. The excluded child is on a phased return and the school is working closely with the EMS at Greatwood school.

IA said it was now nice to have the Hall but this is now restricted as the phased return child is currently using it for lessons with a teacher from Greatwood.

**PDN asked what security issues would need to be addressed before the child to return to school** and if the school will have to be locked and if so how or will there be a need to erect high fences. IA said gates and perimeter issues have been addressed but thought unlikely that a high fence around the perimeter would be allowed by planning authorities but the school would need to feel all issues had been resolved before the child can return.

### Training

RN and AT have had food allergy training and some other staff members are attending a twilight session for the same.

### ICT

The new upgrade has been completed.

### Staffing

Staffing remains stable. Mrs S Leadbeater has been employed as a TA for 4 afternoons per week and MSA for 4 lunchtimes.

RN has started her NQT programme.

### Pupil Roll

Pupil numbers on roll is higher than expected at 58.

## SEF

**PDN asked if governors would be confident to answer questions about the way things have improved and if they felt they contributed to the standards in school**

SC felt the governor training he attended about the likely questions Ofsted would ask was helpful and gave details of good reference sources and research areas.

PDN ask if governors carry out enough school visits.

**SC feels governors visits could be more intentional.**

*JE is to arrange to visit the FSU.*

IA agreed it would useful to have a governor spend a morning in one area of the school and will email governors a governor monitoring report with a timetable of policy renewal. All governor visits to school are recorded.

### **Polices:**

Governors discussed and agreed the following:

Access Plan

Behaviour

Anti-bullying

Appraisal

Educational Visits

### **Educational Visits**

IA asked for Governors' approval for cluster and school trips during the year including the year 6 residential trip to Carlton Lodge and Year 6 Crucial Crew. Approval for any other activity trips will be sought if organised.

*Governors approved.*

## Admission Policy 2017/18 and Published Admission Number (PAN)

Change to Criteria 6. to read 'Children attending The Boyle & Petyt Foundation Stage unit N1/N2.

PAN to remain at 8 and it was agreed that the local authority would continue to consult on school's behalf.

*Policy Agreed.*

## Health & Safety Report

SP has carried out a termly H&S inspection at school and reported no major issues. Electrical testing expires this month so PAT testing is to be arranged and the fire extinguishers are due for servicing in November

SP checked the accident book and reported that no accidents had been reported – *IA to remind staff to record accidents.*

The first aid box needs an inventory as some supplies are running low. There have no major accidents in school. The school gates have now been made climb proof and children can no longer reach the gate catches.

## New Building/FSU Update

The unit is now up and running.

IA reported that as the building has a ramp in then the other exit should also be a ramp and the Trustee Governors are aware.

JE and PDN are to meet with RN and AT and discuss marketing and promotional information ideas for the new building to increase its profile as the projected number for Reception next year is 5 and the break even needs to be 8.

## School Website

From 1<sup>st</sup> September is a requirement that further details about the School's Governing Body are on the website:

Type of Governor

Terms of Office

Roles and Committees they serve on

Business Interests

*SH has already uploaded this information but is unsure whether the home address of the chair and vice-chair need to be displayed and will check. SC has no problem with his address being put on the website. SH to check with CC.*

## Any other Business

### **Disadvantaged Children**

IA explained that the school has some children in receipt of a pupil premium and this has to be accounted for on the school's website to show the impact this has had for the disadvantaged children. The school has used the money this year to buy Numicom which has shown to make good progress in foundation stage to KS1 maths.

IA is proposing to spend this year's money on attachment and trauma training for staff by arranging a whole staff training day and suggests some PSHE training could be useful to fill any gaps.

SC said that one measurable outcome could be how the child has integrated. SP said any outcome may not be measurable in terms of attainment but useful for the child's well being which will have impact on attainment.

*Governors agreed to IA's proposal for staff training.*

### Dates of Next Full Governing Body Meeting:

#### Adjournment:

SC adjourned meeting at 8.00pm.

Minutes submitted by: Sue Holmes

Approved by: Simon Cowling