

# INSPECTION COPY

## TOLL BAR PRIMARY SCHOOL GOVERNING BODY

### ORDINARY MEETING

TUESDAY 1 DECEMBER 2015

### AGENDA

#### PART 1

***IN THIS SECTION OF THE AGENDA THE REPORTS ARE AVAILABLE TO THE PUBLIC***

#### **1 TO RECEIVE A REPORT ON ANY URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR SINCE THE LAST MEETING**

##### **Introduction**

The Chair or Vice-Chair has the power to carry out the functions of the Governing Body if a delay in exercising a function is likely to be seriously detrimental to the interests of the school, a pupil at the school or their parents, or a person who works at the school.

'Delay' for the purposes of the School Governance Regulations means a delay for a period extending beyond the earliest date on which it would be reasonably practicable for a meeting of the Governing Body, or of a Committee to which the function has been delegated, to be held.

The following functions are excluded from delegation to an individual:

- alteration, discontinuance or change of category of maintained schools
- approval of the budget
- the exclusion of pupils
- admissions
- constitution of the Governing Body, delegation of functions and establishment of Committees
- suspension of Governors
- appointment of Headteacher and Deputy Headteacher

This is not, however, an exhaustive list.

##### **Recommendation**

Governors are asked to:

- a) note the above Regulations relating to the Chair or Vice-Chair taking urgent action; and
- b) receive a report on any urgent action taken by the Chair or Vice-Chair.

**2 MINUTES OF THE MEETINGS HELD ON 30 (2 SETS) JUNE AND 6 (2 SETS) AND 14 OCTOBER 2015**

(Enclosed)

**3 MATTERS ARISING**

**SECTION ONE - EFFECTIVENESS OF LEADERSHIP AND MANAGEMENT OF THE SCHOOL**

**4 HEADTEACHER'S REPORT**

A copy of the Headteacher's report will be circulated separately for consideration.

This report may cover aspects contained in other agenda items.

**5 STANDARDS AND EFFECTIVENESS PARTNER (StEPS)**

**Introduction**

Governors will be aware that the Summer term StEP visit (if the school received one) focused on a Risk Assessment of Governance. Thanks are extended for the work that the Governing Body representatives carried out so that the assessment could take place, both in preparation for it and in the meeting itself. The report will have initially been sent to the Headteacher and Chair and all of these reports will have been completed by the end of September 2015. The Local Authority will follow up appropriately with, for example, training recommendations, suggestions for network groups or to instigate school-to-school support.

The Autumn term StEP visit will provide a review of achievement and of targets for the Year 6 cohort (if applicable). The school will also be risk-assessed against the LA's School Improvement Strategy.

**Recommendation**

The Governing Body is asked to receive a report from the Headteacher on the Risk Assessment of Governance, if applicable.

**6 MONITORING THE SCHOOL BUDGET**

**Introduction**

The Governing Body has recognised the need to monitor the school budget on a regular basis. As a consequence it was agreed that a budget monitoring report would be made available at each termly meeting identifying up-to-date income and expenditure details from the school's financial information system.

Copies of the budget monitoring report for the 2015/2016 financial year will be circulated by the Headteacher. Governors will be advised by the Headteacher as to whether the school is on target to meet its budget plan.

### **Recommendation**

The Governing Body is asked to consider the budget monitoring report for the 2015/2016 financial year.

## **7 MEDIUM-TERM FINANCIAL PLAN**

### **Introduction**

The Governing Body has recognised the need to prepare a medium-term financial plan that reflects the School Improvement/Development Plan. The medium-term financial plan should demonstrate that the School Improvement/Development Plan is sustainable in financial terms, showing how the school intends to use its resources to achieve the aims and objectives. It should also detail the proposed balances policy, including plans for spending/recovering the 2014/2015 balance. As a consequence it was agreed that the Headteacher would prepare the medium-term financial plan taking into account all new developments.

Copies of the medium-term financial plan (4-year budget projection) starting from the **2015/2016** financial year will be circulated by the Headteacher.

A four year projection spreadsheet has been made available to schools from the end of June 2015 and training courses were provided in June, July and September 2015 by Schools Financial Management Team for those who bought back.

### **Recommendation**

The Governing Body is asked to consider the medium-term financial plan for the forthcoming period starting from the financial year 2015/2016.

## **8 DONCASTER SCHOOLS FINANCIAL REGULATIONS AND FAIR FUNDING SCHEME FOR FINANCING SCHOOLS**

### **Introduction**

All schools maintained by the Local Authority (LA) are bound by the local scheme of delegation which is the Scheme for Financing Schools. The Doncaster Schools Financial Regulations are an extension of the scheme and schools must adhere to these regulations.

The regulations and scheme were last updated in January 2015 and both the revised documents were circulated to all schools together with a summary of the main changes. The Governing Body is required to adopt annually the set of Financial Regulations provided for the school by the LA in addition to the Scheme of Delegation.

### **Recommendation**

The Governing Body is asked to:

- a) receive and note the above report; and
- b) formally adopt the Doncaster Schools Financial Regulations and the Scheme for Financing Schools for the current year.

## 9 THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

### Introduction

All Doncaster maintained schools successfully completed a Schools Financial Value Standard (SFVS) return for the third year of the standard. However not all schools achieved this by the deadline of 31 March and some were not received until May. The response rate this year has been very poor compared to previous years and has required significant resources to chase returns.

It was clear that some schools had simply used the previous year's form, on some occasions without changing any dates and a number of schools had not had their return approved by the Governing Body.

A review of the SFVS form is included in the school audit programme and recent results have shown that processes are not in place or require significant improvement even though the SFVS form states they are fully compliant.

Governing Bodies are therefore failing in their responsibilities in ensuring that controls are in place and working effectively.

Whilst the DfE do not require the Council to verify the evidence used to support the SFVS responses, the Governing Body should note that for 2015/2016 a sample of schools will be selected for a SFVS evidence review to satisfy the Council that responses are accurate.

The Governing Body needs to be aware that the next SFVS return should be received by Internal Audit by the 31 March 2016 and should be making arrangements to ensure that this is scheduled into the relevant meetings for approval to meet the deadline date. The DfE has amended the SFVS questions for 2016 increasing the total number of questions to 25.

It should be noted that the SFVS can be completed and submitted at any time during the year as long as the controls that are being detailed in the SFVS return are in place for the whole of the financial year. There is no requirement to wait until March to submit the responses.

The Governing Body may delegate the consideration of the SFVS questions to a committee with financial responsibilities but a detailed report should be provided to the Governing Body and the Chair must sign the completed form.

SFVS forms, guidance and supporting notes are available on the Doncaster Council website.

<http://www.doncaster.gov.uk/services/schools/the-school-s-financial-value-standard>

### Recommendation

The Governing Body is asked to receive and note the above report.

## 10 FINANCE POLICY

### Introduction

In accordance with the School's Financial Regulations, the Finance Committee or the Governing Body should review the school Finance Policy on an annual basis. Where the Finance Committee has reviewed the policy, it should be brought back to the Spring term Governing Body meeting for formal approval.

Recent audit reviews have indicated that the contents of Finance Policies do not always agree with information approved by the Governing Body, in particular the Committee Terms of Reference.

### Recommendation

The Governing Body is asked to:

- a) ensure that all information contained in the Finance Policy agrees with the information approved by the Governing Body.
- b) approve the Finance Policy annually during the Spring term; and
- c) note that where the school Finance Policy has been reviewed by the Finance Committee, it be formally approved by the Governing Body at the Spring term meeting.

## 11 SCHOOL ADMISSION ARRANGEMENTS - 2017/2018 SCHOOL YEAR

### Introduction

The Council is required to determine the 2017/2018 community school admission arrangements by 28 February 2016 and is required to consult those schools before anyone else. This has been brought forward by the DfE to allow more time for any necessary objections to be lodged with the Schools Adjudicator.

There are no changes proposed to the current school and nursery admission arrangements for community schools. Copies of the draft policies have been circulated to the Headteacher and Chair of the Governing Body. There are also no changes proposed to the co-ordinated school admission arrangements at the present time.

Consultation with other admission authorities and neighbouring LAs will be carried out during the Autumn and Spring terms prior to the arrangements being finalised.

### Proposed Admission Number

The admission arrangements proposed for a school must also include the admission number for the year of entry to the school and this must be subject to the same consultation.

The Governing Body is asked to note that following the annual review of the Capacity Assessment for the school, the indicated admission limit is 24 and it is proposed that the admission number for the year of entry to the school for the 2017/2018 school year will be 30.

The proposed nursery admission number for 2017/2018 is 52.

### **Recommendation**

- a) the Governing Body is asked to receive the report;
- b) to note that the admission number for admission to school for the 2017/2018 school year will be 30;
- c) To note that the admission number for nursery for the 2017/2018 school year will be 52.

## **12 CHILDREN AND YOUNG PEOPLE IN CARE**

### **Governor Responsible for Children in Care and the Designated Teacher**

#### **Introduction**

The Children and Young Persons Act (S20 2008) places a duty on Governing Bodies to designate a member of staff (Designated Teacher) as having responsibility to promote the educational achievement of looked after children who are registered pupils at the school.

Appended to the agenda will be an extract from 'The role and responsibilities of the designated teacher for Looked After Children'. The Governing Body is also asked to nominate a Governor to assist and advise the Governing Body on fulfilling its duties in relation to children in care.

There is a statutory requirement for the Governing Body to receive an Annual Report from the Designated Teacher for Children and Young People in Care. The report should enable the Governing Body to make overall judgements about the effectiveness of the designated teacher role in the context of wider school planning.

The Annual Report should demonstrate that the school has a clear overview of the educational needs and progress of the children in care – their attainment and progress; attendance (including exclusions), as well as a detailed analysis of the data to identify groups within the cohort eg Special Educational Needs (SEN). The data should detail the above for children in care as a discreet group and in comparison to all children in the school to identify the 'gaps' which may need to be addressed. The Ofsted framework does demand an account of how the use of the Pupil Premium has benefited students, and gaps between the performance of these pupils and all pupils need to be considered. Therefore the report should include reference to the impact of the use of the Pupil Premium Plus for children in care on roll in the school.

A copy of the Annual Report will be requested from the Designated Teacher by the Local Authority Virtual School.

In addition to considering and acting on an Annual Report, school Governing Bodies should make sure that there are arrangements in place to keep themselves informed about provision for, and attainment of, children in care on the school's roll on a more regular basis.

Statutory guidance for Governing Bodies can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269764/role\\_and\\_responsibilities\\_of\\_the\\_designated\\_teacher\\_for\\_looked\\_after\\_children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269764/role_and_responsibilities_of_the_designated_teacher_for_looked_after_children.pdf)

### **Recommendation**

The Governing Body is asked to:

- a) receive and note the above report;
- b) appoint a named Governor for children in care in line with good practice;
- c) receive and note the Annual Report from the Designated Teacher for Children and Young People in Care;
- d) ensure the Governing Body forward a copy of the Annual Report to the Local Authority Virtual School; and
- e) ensure arrangements are in place for more frequent updates.

## **13 HM GOVERNMENT PREVENT STRATEGY 2011 AND OTHER UPDATES**

### **Introduction**

The revised HM Government PREVENT strategy has three objectives. These are to:

- respond to the ideological challenge of terrorism and the threat from those who promote it
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
- work with sectors and institutions where there are risks of radicalisation that we need to address

In light of the legislation changes in the Counter Terrorism and Security Act 2015, it is vitally important that partner agencies recognise their responsibilities in the Prevent and Channel Duty; to protect, prevent and support people from being drawn into terrorism. The 2015 Act has set clear safeguarding responsibilities for us all, making clear what we are all required to do by law.

Schools and academies have a legal duty as part of this act to prevent people from being drawn into terrorism.

The new Ofsted framework from 1 September 2015 will clearly ask schools/academies key questions on how a school or academy has taken steps, for example through a clear safeguarding policy, staff training and the school curriculum, to look at how awareness is raised and British values are promoted.

All designated safeguarding leads will be invited to a WRAP (Workshop to Raise Awareness of Prevent) as part of the next Designated Safeguarding Lead Network meetings. Engage Doncaster will also advertise additional WRAP workshops via DSCB.

Further information is available from the following links:

The latest Inspecting Schools Ofsted Framework and the key questions linking to the PREVENT agenda.

<https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015>

Statutory Guidance Keeping Children Safe in Education – This was updated during July 2015 to include radicalisation (Page 15)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447596/KCSIE\\_Part\\_1\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_July_2015.pdf)

Governors are asked to note their statutory duty to ensure all staff have read at least Part One of the new statutory 'Keeping Children Safe in Education Statutory Guidance.'

The Social Moral Spiritual Cultural curriculum includes the latest DfE statutory guidance on how to include British Values and recommended resources for all key stages. This is available on Engage Doncaster.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/380595/SMSC\\_Guidance\\_Maintained\\_Schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380595/SMSC_Guidance_Maintained_Schools.pdf)

For more information contact [sarah.stokoe@doncaster.gov.uk](mailto:sarah.stokoe@doncaster.gov.uk)

### **Recommendation**

The Governing Body is asked to:

- a) check the school's or academy's Safeguarding Policy to ensure clear PREVENT procedures are in place;
- b) read the latest Inspecting Schools Ofsted Framework and the key questions linking to the PREVENT agenda, so leadership and management are fully prepared for inspection;
- c) consider The Doncaster LA PREVENT self-assessment as a checklist pre-inspection (available on Engage Doncaster); and

- d) consider filtering systems for ICT, so any websites accessed in school that may indicate a link to extreme groups are monitored and reported.

#### 14 **SCHOOL COMPLIMENTS, COMMENTS AND COMPLAINTS**

Governors are asked to receive feedback on school compliments, comments and any complaints.

##### **Recommendation**

The Governing Body is asked to receive a report on any school compliments, comments and complaints.

### **SECTION TWO - QUALITY OF TEACHING, LEARNING AND ASSESSMENT IN THE SCHOOL**

#### 15 **SUBJECT LEADER REPORTS**

The reports will be circulated at the meeting.

#### 16 **GOVERNOR FEEDBACK FROM THE LEARNING WALK**

A verbal report will be provided at the meeting.

### **SECTION THREE – PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE OF PUPILS AT THE SCHOOL**

#### 17 **ATTENDANCE**

##### **Introduction**

Governors are asked to consider a report on the schools attendance in respect of all pupils including identified groups (eg FSM, CLA etc) in comparison with the national average – (primary attendance – 96.2%, Primary Persistent absence 2.1% - and secondary attendance - 94.9%, Secondary Persistent Absence 5.2%) and identify any actions required in order to make improvements. Governors are also asked to note that from September 2015 the definition of a persistent absentee is any child with absence of 10% or more.

##### **Recommendation**

The Governing Body is asked to receive a report on the school's attendance in comparison with the national average.

#### 18 **HEALTH AND SAFETY**

This item appears as a standard item on the agenda for all meetings of the Governing Body.

## 19 WORKING ARRANGEMENTS REVIEW

This item appears as a standard item on the agenda for all meetings of the Governing Body.

## SECTION FOUR - OUTCOMES FOR PUPILS AT THE SCHOOL

### 20 TARGET-SETTING AND ANALYSIS OF ACHIEVEMENT

#### **Introduction**

There is no longer a requirement for Governing Bodies to set and publish targets for the following academic year. Governing Bodies have however found the process useful in providing a structure to enable the level of challenge and analysis required to evaluate the impact of actions intended to improve outcomes for students. Also, the targets set for individual students, the intelligence provided by school tracking systems and the resulting predictions for each year group are vital elements of any discussion related to achievement.

The Statement of Intent published by the Department for Education ([http://www.education.gov.uk/schools/performance/download/Statement\\_of\\_Intent\\_2015.pdf](http://www.education.gov.uk/schools/performance/download/Statement_of_Intent_2015.pdf)) sets out the Department's intentions on the content of the 2015 School and College Performance Tables which will be published in October 2015 (for primary schools/academies) and in January 2016 (for secondary schools/academies and colleges).

Performance Tables will continue to sit at the heart of the accountability system and it is essential that Governors have a clear understanding of how school outcomes compare to national standards. Governors will need to pay particular attention to the achievement and progress of Disadvantaged Pupils and Children and Young People in Care, also for high, middle and low attaining students. The position compared to national floor standards should also be considered. The Ofsted framework does demand an account of how the use of the Pupil Premium has benefited students, and gaps between the performance of these pupils and all pupils need to be considered.

#### **Recommendation**

The Governing Body is asked to:

- a) receive and note the above report;
- b) review the students' 2015 achievement in tests/examinations and the achievement of current learners from the school's own data; as well as the overall figures for year groups/cohorts; this should include knowing how well pupils in potentially vulnerable groups (Disadvantaged pupils, Special Educational Needs, Children and Young People in Care, EAL, Ethnic Minority pupils etc.) are doing. Also taking account of high, middle and low attaining students;
- c) receive a report from the Headteacher on progress towards targets for 2016; and

- d) discuss implications from the most recent Department for Education Statement of Intent.

## **SECTION FIVE - OTHER INFORMATION**

### **21 GOVERNOR TRAINING LOG**

The Governing Body is asked to receive details of any training undertaken or workshops attended by Governors since the last meeting

#### **Recommendation**

The Governing Body is asked to receive a report on any training undertaken or workshops attended.

### **22 GOVERNOR TRAINING PROGRAMME – 2015/2016**

#### **Introduction**

A summary of the Training Programme for 2015/2016 is attached on green. This has been sent to all schools and academies. Colleagues can now apply for events either via email to [professionallearning@doncaster.gov.uk](mailto:professionallearning@doncaster.gov.uk) quoting the event number(s) of interest or by using the online application form which is available on [www.doncaster.gov.uk/professionallearning](http://www.doncaster.gov.uk/professionallearning)

Three free training courses are included in this programme, which are run by Leading Edge on behalf of Edge Hill University.

#### **Recommendation**

The Governing Body is asked to:

- a) receive and note the above report; and
- b) consider the training programme and identify any training requirements for Governors and the Governing Body.

### **23 SCHOOL GOVERNORS' FORUM MEETINGS**

Governors are asked to note that the Spring term Forums will be held as follows:

Tuesday 12 January 2016	Mary Woollett Centre, 6.00 pm
Monday 18 January 2016	Mary Woollett Centre, 6.00 pm

The workshops that will be provided at the Forums are:

Schools Financial Value Standard (SFVS)  
British Values in SMSC (Spiritual, Moral, Social and Cultural)  
Changes to Assessment in 2016

#### **Recommendation**

The Governing Body is asked to;

- a) nominate up to four representatives to attend the School Governors' Forum in the Spring term; and

- b) identify any workshops which Governors would like to see at these Forums.

24 **DATE AND TIME OF NEXT MEETING**

Governors are asked to note that in accordance with the agreed schedule, the next meeting of the Governing Body will take place on Tuesday 15 March 2016 at 5.00 pm.

s:\cyps\_governors\agn15c2\tollbar01.12.15.doc