

INSPECTION COPY

Contact: Governors' Support Service
Tel: 01302 737111
Fax: 01302 737342
E-Mail: governors@doncaster.gov.uk
Web: www.doncaster.gov.uk/schoolgovernors
Our Ref:
Your Ref: GS/SM/CW

Date: 16 June 2015

Dear Member

TOLL BAR PRIMARY SCHOOL GOVERNING BODY

Would you please note that the next meeting of the Toll Bar Primary School Governing Body will be held at the school on Tuesday 30 June 2015 commencing at 5.00 pm.

I hope it will be convenient for you to attend. Please contact the school on 874324 if you will be unable to do so.

The agenda for the meeting is given below.

2015 Governors' Support Service Satisfaction Survey

As part of our continued aim to provide a quality service to Governing Bodies, schools and academies the Governors' Support Service would be grateful if you could take the time to complete a questionnaire and give us your views on the service provided. A copy is attached at the back of the agenda papers. This can be returned to the Clerk at the meeting or returned in an envelope which can be provided by the Clerk.

If you would prefer to complete an online questionnaire this can be found at:

<https://www.surveymonkey.com/s/G2RC7GK>

Yours faithfully

Carol Williams

Governors' Support Officer

Mr J Robinson (Chair)
Mr L Ashton
Mr S Bower
Mr A Draper
Mrs J Evans
Mr D Hall
Mrs C Hodson-Walker

Mrs A Jamroz
Mrs J Northwood
Mrs D Smith
Mrs P Sutton
Mrs Y Whaley
Mrs A Wilburn
Mrs K Wroe

Mrs A Newton – Associate Member

Sarah Millward - Clerk

Quorum for the meeting is 7 Governors (please note Associate Members cannot be counted as part of the quorum)

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request. Please contact the Governor Support Service staff on Doncaster 737111 for more information, or if you need any other help or advice. They can arrange for someone to speak to you in your own language if you need them to.

AGENDA

PART 1

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

1 TO AGREE A FINISHING TIME FOR THE MEETING

Governors are asked to give consideration to agreeing a finishing time for the meeting in line with the Governing Body Code of Conduct which makes reference to a maximum time limit of two hours.

2 APOLOGIES

Introduction

Governors are reminded that the School Governance Regulations require the Governing Body to formally confirm whether or not it consents to a Governor's absence and for that decision to be recorded in the Minutes. Where consent is given the Governor's absence will not count towards his/her disqualification from membership of the Governing Body.

Recommendation

The Governing Body is asked to confirm whether or not it consents to any Governor's absence from the meeting for which apologies have been submitted.

3 DECLARATIONS OF PERSONAL OR BUSINESS INTEREST, IF ANY

Governors are asked to declare any personal or business interest they may have in any item on the agenda or raised at the meeting.

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

5 MINUTES OF THE MEETINGS HELD ON 24 MARCH AND 28 (3 SETS) APRIL 2015

(Enclosed).

6 MATTERS ARISING FROM THE MINUTES

SECTION ONE – LEADERSHIP AND MANAGEMENT OF THE SCHOOL

7 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.

8 **DELEGATED SCHOOL BUDGET 2015/2016 FINANCIAL YEAR**

Introduction

It was agreed by the Governing Body that the appropriate Committee would consider the budget during the Spring term and recommend to the Local Authority a budget for the financial year 2015/2016. The annual budget should be balanced, or with an in-year surplus to recover previous deficits in line with plans agreed with the Local Authority, or planned in-year deficit to achieve the lowest level of unspent balances that is required. Any budget surpluses should be earmarked for specific future needs to ensure that pupils benefit from the planned approach to spending and are not deprived of resources in a given year.

For information:

- School Budget Shares were sent out on 6 February 2015;
- Indicative Early Years budgets were sent out on 3 March 2015;
- SEN Statementing Top Up budgets were sent out on 31 March 2015; and,
- 2015/16 budget spreadsheets, for return by **1 May 2015** under the Scheme for Financing Schools, were sent out to schools on 10 February 2015.

Recommendation

The Governing Body is asked to endorse the budget for 2015/2016, which has been submitted to the Local Authority, including the school balances policy.

9 **MONITORING THE SCHOOL BUDGET**

Introduction

The Governing Body has recognised the need to monitor the school budget on a regular basis and as a consequence it has been agreed that a budget monitoring report would be available at each termly meeting identifying up-to-date income and expenditure details from the school's financial information system, including reasons for any variances.

The Headteacher will circulate copies of the budget monitoring report at the meeting. Governors will be advised by the Headteacher as to whether the school is on target to meet its budget plan, the balance brought forward from the 2014/2015 financial year and the plan to spend/recover the balance, to inform budget monitoring for the financial year 2015/2016.

Recommendation

The Governing Body is requested to receive and note the budget monitoring report for the previous and current financial years.

10 **2 YEAR OLD PROVISION**

The Headteacher will address this item.

11 PUBLICATION OF GOVERNORS' DETAILS AND THE REGISTER OF INTERESTS

Introduction

Governors hold an important public office and their identity should be known to their school and wider communities. The School Governance Constitution Regulations 2012 states that from 1 September 2015 Governing Bodies should publish on their website information about their members. The information they should publish should, as a minimum include for each Governor:

- their name;
- their category of Governor;
- which body appoints them;
- their term of office;
- the names of any committees the Governor serves on; and
- details of any positions of responsibility such as Chair or Vice-Chair of the Governing Body or a committee of the Governing Body.

Governing Bodies should also publish this information for Associate Members, making clear whether they have voting rights on any of the committees they serve on.

Register of Interests

From 1 September 2015, Governing Bodies will also be under a duty to publish on the school website their register of interests. The register should set out the relevant business interests of Governors and details of any other educational establishments they govern. The register should also set out any relationships between Governors and members of the school staff including spouses, partners and relatives.

Governing Bodies should make it clear in their code of conduct that this information will be published on their Governors and, where applicable, their Associate Members. Any Governor failing to reveal information to enable the Governing Body to fulfil its responsibilities may be in breach of the code of conduct and as a result be bringing the Governing Body into disrepute. In such cases the Governing Body should consider suspending the Governor.

Recommendation

That the above report be received and the requirement to publish Governors details and the Register of Interest on the school website be acknowledged

12 PERFORMANCE MANAGEMENT OF HEADTEACHERS - APPOINTMENT OF GOVERNOR REVIEWERS

Appraisal Policy

The Education (School Teachers' Appraisal) (England) Regulations 2012 require Governing Bodies to have a written appraisal policy for teachers and a policy covering all staff which deals with any capability issues which is regularly reviewed.

External Adviser

The Governing Body **must** appoint an external adviser for the purposes of providing advice and support in relation to the appraisal of the Headteacher.

Appointment of Governor Reviewers

'The Governing Body **must** appraise the performance of the Headteacher in respect of each appraisal period applying in relation to that Headteacher.'

This can be delegated to a group of Governors to perform the duties of the reviewer on behalf of the Governing Body

Governors are therefore asked to consider the following:

- The appointment of **two** or **three** Governors to perform the duties of the reviewer on behalf of the Governing Body
- Where the school has a religious character, consider **at least one** of the reviewer Governors to be a Foundation Governor

It is preferable that wherever possible, appointed Reviewer Governors are consistent throughout the performance management cycle and remain the same ones that undertook the initial review.

Recommendation

The Governing Body is asked to:

- a) receive and note the above report;
- b) ensure that a written appraisal policy for teachers and a policy covering all staff which deals with any capability issues is in place and reviewed regularly;
- c) appoint an external adviser for the appraisal of the Headteacher and inform the LA as soon as possible of this appointment; and
- d) appoint 2 or 3 Governors to act as reviewers for the Headteacher's Performance Management.

13 CHILDREN IN CARE

Introduction

One of the duties which the Governing Body needs to fulfil in order to meet its collective responsibility for Children in Care under section 20 of the 2008 Act and the Regulations relates to training for the key roles associated with Children in Care.

The Governing Body should ensure that the Designated Teacher and the Designated Governor are able to attend training to support them to work effectively to support the child in the context of wider school planning.

To this effect training opportunities for Designated teachers and their representatives are available during the Summer term and can be accessed via the Local Authority Professional Learning website;

- Designated Teacher Network Meeting
- Trauma and Loss network
- Key person network
- Attachment and the implications for learning and behaviour. A course for Middle Leaders and a separate course for staff in the role of Key person or those who supervise them.

Further training for Governors and Designated Governors (that is, Governors new to the Designated Governor role or refreshing their knowledge) will be advertised for the Autumn term.

Recommendation

The Governing Body is asked to ensure that training opportunities which arise and inform these roles are accessed by the appropriate people or their representative for dissemination in the school and Governing Body.

14 ACCESSIBILITY POLICY/PLAN

Introduction

The Disability Discrimination Act 1995 (DDA) states;

The responsible body (in maintained schools this is the Governing Body) must prepare:

- an Accessibility Plan;
- further such plans at such times as may be prescribed.

An Accessibility Plan is a plan for, over a prescribed period:

- increasing the extent to which disabled pupils can participate in the school's curriculum;
- improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and associated services provided or offered by the school; and
- improving the delivery to disabled pupils -
 - i) within a reasonable time, and
 - ii) in ways which are determined after taking account of their disabilities and any preferences expressed by them or their parents, of information which is provided in writing for pupils who are not disabled.
- An Accessibility Plan must be in writing.
- During the period to which the plan relates, the responsible body must keep its Accessibility Plan under review and, if necessary, revise it.
- It is the duty of the responsible body to implement its Accessibility Plan.

Schools have had a duty to produce an Accessibility Plan since September 2002. These initial plans should have been in place by April 2003.

This duty was re-stated in The Equality Act 2010 which emphasised that the Accessibility Plan should set out how the school plans to increase access for disabled pupils to the curriculum, the physical environment and to information.

The Statutory Policies for Schools (September 2014) (SEND Code of Practice) states that it is a requirement that maintained schools, Academies, free schools, independent schools, sixth-form colleges, further education colleges and Pupil Referral Units must review their Accessibility Plan every three years. It also states that approval should be by the Governing Body however, they are free to delegate the approval right to a Committee of the Governing Body, an individual Governor or the Headteacher.

Recommendation

The Governing Body is asked to:

- a) receive the above report and note that Schools have had a duty to produce an accessibility plan since September 2002;
- b) ensure that (according to the 3 year cycle) the Accessibility Plan has been reviewed in the 2014/2015 academic year; and
- c) consider whether to delegate the approval of the Accessibility Plan to a committee, an individual Governor or Headteacher.

15 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 – ACHIEVEMENT OF PUPILS AT THE SCHOOL

16 ANALYSIS OF TRACKING DATA

Introduction

As part of the school's ongoing tracking of progress data and subsequent use of this data to provide challenge and support, the Summer term meeting provides the opportunity for the Governing Body to receive a report related to the expected outcomes for the end of Key Stage Assessments in 2015. This report should indicate the predicted attainment and progress for identified groups, comparison to previous cohorts and an evaluation of the impact of strategies to improve outcomes. There should also be an appropriate analysis for the other year groups within school, focussing on progress and again comparing to previous cohorts (where possible) and evaluating the impact of improvement strategies. The impact of Pupil Premium funding, particularly for Children Looked After, should be evidenced for Governors.

Recommendation

The Governing Body is asked to receive the report on the expected outcomes for the end of Key Stage Assessments in 2015 and a summary of progress in other year groups. Particular reference should be made to vulnerable groups, in particular, Children Looked After.

SECTION FOUR – BEHAVIOUR AND SAFETY OF PUPILS AT THE SCHOOL

17 UPDATED EMERGENCY PLAN

The Headteacher will address this item.

18 HEALTH AND SAFETY

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

19 WORKING TOGETHER TO SAFEGUARD CHILDREN 2015

Introduction

All educational establishments are required to implement 'Working Together to Safeguard Children 2015' from March 2015.

It sets out how:

- organisations and individuals should work together, and
- how practitioners should conduct the assessment of children

This replaces 'Working Together to Safeguard Children (2013)' and all safeguarding policies in the school / academy must include a reference or the link to the new 2015 requirements.

The document can be found at the following link;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

All Governing Bodies should have in place the arrangements set out in Chapter 2, paragraph 4.

Recommendation

The Governing Body is asked to:

- a) receive and note the requirement to implement the Working Together to Safeguard Children 2015; and
- b) ensure that school policies are reviewed to include reference to the new 2015 requirements.

20 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 will change to 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.

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 GOVERNORS E-LEARNING (GEL) - ONLINE GOVERNOR TRAINING

Introduction

Governors will recall that an online training website for Governors has been made available to Governors of all schools and Academies whose Governing Body subscribes to the Local Authority's clerking service.

GEL is recognised as one of the leading providers for online training for Governors and has been endorsed by the Doncaster Governor Initiatives Group.

The Governors' Support Service has extended the contract for a further year to 31 March 2016.

Governors can access GEL at their convenience, which gives greater flexibility to choose when and where they train or seek information. The GEL package supplements rather than replaces conventional face-to-face training days and GEL can be contacted to request further training or information and support.

There is no cost to either the school or Governors for this training as this forms part of the traded service buyback of the clerking service.

For further information contact the Governors' Support Service or visit the website www.elc-gel.org

Recommendation

The Governing Body is asked to receive the above report and note that the online training is available for a further year as part of the Governors' Support traded service buyback for 2015/2016.

23 SCHOOL GOVERNORS' FORUM MEETINGS

Introduction

The Governors' Forums are held on a termly basis and are essentially briefing and consultation sessions for all Governors. They also provide the opportunity for Governors to attend a selection of workshops on topical and relevant issues.

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

Thursday 10 September 2015	Mary Woollett Centre, at 6.00 pm
Monday 14 September 2015	Mary Woollett Centre, at 6.00 pm

The workshops that will be provided at these Forums are:

Statutory Reviews of Statements and Education, Health and Care (EHC) Plans
 Monitoring and Evaluation of the School Improvement Plan
 The Fischer Family Trust (FFT) Aspire Governor Dashboard
 Safeguarding

Recommendation

The Governing Body is asked to:

- a) nominate representatives to attend the School Governors' Forum in the Autumn term; and
- b) identify any workshops which Governors would like to see at these Forums.

24 DATES AND TIMES OF MEETINGS – ACADEMIC YEAR 2015/2016

Introduction

The Governing Body has previously agreed a structured programme of meetings recommended by the Authority for the forthcoming academic year.

A structured programme of meetings for the 2015/2016 academic year has been compiled, which the Governing Body is now asked to consider.

Recommendation

The following one-week periods for meetings which have been allocated to the Governing Body for the 2015/2016 academic year are recommended for approval.

Autumn term 2015

23 – 27 November

Spring term 2016

25 – 29 January

Summer term 2016

13 – 17 June

Governors are kindly reminded to hand their completed questionnaire to the Clerk before leaving the meeting. Your support is very much appreciated in order to help us to improve the service.