

P R E S E N T :-

Mrs J Blythe (in the Chair)
Mrs D Taylor-Curry (Headteacher)

Mrs E Fenton, Mrs C Garside, Mrs J Leonard, Mrs M Pearson, Mrs A Ross,
Mr J Tanikal

Mrs S Baines, Mrs Braithwaite-Hall, Mr D Coe, Mrs R Earnshaw, Mrs A Hastie,
Miss L Sellers, Mrs G Wright

Also in Attendance: Ms N Collier and Mrs K Douglas - School Business Managers

Clerk to the Governing Body - Mrs L Spruce-Wan

OPENING PRAYER

The opening prayer was led by the Headteacher.

290 **APOLOGIES**

Apologies for absence were received from Mrs Garcia.

291 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Garcia for her absence from this meeting.

292 **MEMBERSHIP**

Governors discussed membership focussing on Parent and Staff Governors at Bugthorpe C.E V.C Primary School and Authority and Staff Governors at Sutton upon Derwent C.E Primary School.

Bugthorpe C.E V.C Primary School

- RESOLVED:
- a) that the resignation of Mrs Battle as a Staff governor be noted;
 - b) that the resignation of Mrs Ferguson as an Authority governor be noted;
 - c) that Mr Tanikal's term of office as a Parent governor would end on 11 February 2018;
 - d) that the Headteacher hold Parent and Staff governor elections;
 - e) that the clerk provide the Headteacher and Chair with details regarding the role of the Authority governor.

Sutton upon Derwent C.E Primary School

- RESOLVED: a) that Mrs Seller's term of office as a Staff governor came to an end/ would end on 11 February 2018;
- b) that the Headteacher hold a Staff governor election;
- c) that the clerk provide the Headteacher and Chair with details regarding the role of the Authority governor.

293 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of were made.

294 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

- a) Governing Body Meetings.

295 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

Bugthorpe C.E V.C Primary School

RESOLVED: a) that membership of the committees be as follows:

Church Association and Education Committee

All Governors

General Purposes Committee

Mrs Garside, Mrs Fenton, Mrs Leonard, Mrs Taylor-Curry
Co-opted - Mrs K Douglas, School Business Manager

b) that the extent of delegation be as follows:

Church Association and Education Committee

- Oversee the provision of an appropriate curriculum;
- Review the curriculum policy with the Headteacher;
- Ensure curriculum related policies are in place and review, evaluate and formulate amendments as necessary;
- Establish the school's vision and aims with respect to all standards and curriculum issues and ensure their achievement;
- Receive reports from the Headteacher on progress towards achieving relevant parts of the School Improvement Plan;
- Receive and discuss reports of pupil performance and value added using local and national benchmark information;
- Monitor pupil attainment and achievement;
- Work with the Headteacher and staff to raise standards;

- Consider provision given to pupils with Special Educational Needs and ensure that governors fulfil their legal responsibilities with respect to SEN;
- Ensure that children who benefit from support programmes are receiving them;
- To monitor evaluate and review Bugthorpe School's distinctiveness and effectiveness as a Church of England School, using the four main headings of the SIAS toolkit;
 - How well does the school through it's distinctive Christian character meet the needs of the all;
 - What is the impact of collective worship on the school community;
 - How effective is the Religious Education;
 - How effective are the leadership and management of the school as a church school;
- To report back to the full governing body.

General Purposes Committee

Finance

- The budget be approved;
- The School Fund be approved;
- The Headteacher to be given responsibility to monitor spending throughout the year;
- Headteacher to be given the power to incur expenditure up to an agreed amount of £5000, over £5000 to the Headteacher and Chair;
- The full governing body to ensure compliance with financial regulations;
- Delegated powers to examine governor and staff register of pecuniary interests.


Personnel

- Forms the Headteacher and Deputy Headteacher selection panel.
- Headteacher has the lead role in the appointment/dismissal of staff outside the Leadership Group
- Determines the pay policy
- Acts as the staff dismissal committee
- Responsible for redundancy decisions
- Forms the disciplinary committee

Appeals/Discipline

Appeals committees to be made up of governors not at the general purposes committee meeting were the decision, against which the appeal is being made, was decided.

- Hears appeals against pay policy decisions;
- Acts as the staff dismissal committee;
- Hears appeals against redundancy decisions;



- Hears appeals against decisions of a disciplinary committee;
- Acts as the grievance Appeals Panel;
- Acts as the Appeals Admission Panel.

Health and Safety

- To review and implement the school's Health and Safety Policy;
- Undertake health and safety site walks and produce action plans.

Sutton upon Derwent C.E Primary School

RESOLVED: a) that membership of the committees be as follows:

Appeals Committee

Any three governors not involved in the original decision

Curriculum/Standards/Pupil Welfare Committee

Mrs Blythe, Mrs Braithwaite-Hall, Mrs Hastie, Mrs Sellers,
Mrs Taylor-Curry, Mrs Wright

Leadership and Management Committee

Mrs Baines, Mr Coe, Miss Earnshaw, Mrs Taylor-Curry

b) that the extent of delegation be as follows:

Appeals Committee

- Hears appeals against pay policy decisions;
- Hears appeals against dismissal or redundancy decisions;
- Hears appeals against decisions of the Disciplinary Committee;
- Acts as the Grievance Appeals Panel;
- Hears parental appeals against exemptions from the national curriculum.

Curriculum/Standards/Pupil Welfare Committee

- Oversee the provision of an appropriate curriculum;
- Review the curriculum policy with the Headteacher;
- Ensure curriculum-related policies are in place and review, evaluate and formulate amendments as necessary;
- Establish school's vision and aims with respect to all standards and curriculum issues and ensure their achievement;
- Work with the Headteacher and the Local Authority to set appropriate targets for school improvement;
- Receive reports from the Headteacher on progress towards achieving relevant parts of the school improvement plan;
- Receive and discuss reports of pupil performance and value added using local and national benchmark information;

- Monitor pupil attainment and achievement;
- Work with the Headteacher to develop a rigorous and consistent pupil assessment and tracking system for English and maths;
- Be responsible for ensuring appropriate standards of teaching;
- Monitor how teaching and learning is evaluated and resourced;
- Work with the Headteacher and staff to raise standards;
- Consider provision given to pupils with special educational needs and ensure that the governors fulfil their legal responsibilities with respect to SEN;
- Ensure that children who would benefit from support programmes are receiving them;
- Establish sex and relationship education policy and monitor provision;
- Ensure child protection policies are in place and procedures carried out effectively;
- Ensure all educational visit policies are adhered to;
- Ensure that the school communicates effectively with stakeholders and parents including website and school prospectus.

Leadership and Management Committee

- Work with the Headteacher to ensure that the Self-Evaluation Form is completed, kept up to date and is used as the strategic framework for school improvement;
- Ensure all SFVS standards are met and all necessary training is undertaken;
- Approve the three-year financial plan;
- Monitor all budget and finance issues on behalf of the governing body including:
 - Consideration in detail of prospective budgets/plans;
 - Monitoring of spending to ensure that it remains within budget;
 - Monitoring and approval of school fund;
- Termly consideration of school meals profit and loss account;
- Annual review of register of pecuniary interests;
- Authorise orders, virements and contracts above the limits set by the governing body for delegation to Headteacher;
- Ensure compliance with financial regulations;
- Establish and review charging and remissions policy;
- Oversee all matters affecting the site and buildings and make recommendations to the governing body on items including:
 - Repair and maintenance programmes;
 - Welfare, health and safety policies and procedures
 - Site security, cleaning, grounds maintenance and community use of premises;



- Prepare and review the personnel, performance management and pay policies;
- Work with the Headteacher to determine the number and organisational structure of the teaching staff and to monitor organisational arrangements for the support staff including teaching assistants;
- Work with the Headteacher in the appointment of teaching staff and support staff;
- Make decisions concerning personnel issues;
- Two members of this committee, alongside SIP, to undertake Headteacher's performance review;
- Undertake annual salary reviews for the Headteacher and the teaching staff;
- Establish and approve a governors' expenses scheme;
- Monitor the school's single central register for safeguarding children on an annual basis;
- To review the SFVS.

Extent of Financial Delegation

- The Headteacher authorised to incur expenditure and to vire between budget headings up to a limit of £5,000 per transaction; all transactions over this amount delegated to the Leadership and Management Committee (with no upper limit).

Staffing Functions

- Headteacher has the lead role in the appointment and dismissal of staff outside the leadership group.

296 ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES

Bugthorpe C.E V.C Primary School

RESOLVED: a) that the election of governors with special responsibilities be deferred to the next full governing body meeting.

Sutton upon Derwent C.E Primary School

RESOLVED: a) that the election of governors with special responsibilities be deferred to the next full governing body meeting.

297 PECUNIARY INTERESTS

Governors completed their Declaration of Pecuniary Interest forms.

RESOLVED: a) that the Declaration of Pecuniary Interests be completed;
 b) that the Register of Pecuniary Interests be reviewed and updated.

298 **MINUTES**

RESOLVED: that the minutes of the meeting held on 20 June 2017 be confirmed and signed by the Chair.

299 **MATTERS ARISING FROM THE MINUTES**

Governors consulted the action record and noted that all had been completed with the exception of the following:

- a) Minute Number 267 – the Headteacher advised that a staff election would be held by Bugthorpe C.E V.C Primary School.
- b) Minute Number 275 – governors advised that the Safeguarding governor's responsibilities were still to be discussed by each school at their respective committee.

RESOLVED: a) that a staff governor election be held by Bugthorpe C.E V.C Primary School;

b) that the Safeguarding governor responsibilities be discussed by each school at their respective committee.

300 **COMMITTEE MINUTES**

RESOLVED: that the minutes of the meeting Education and Church Association Committee of Bugthorpe C.E V.C Primary School held on 17 July 2017 be received.

301 **SCHOOL FUND ACCOUNT**

Governors of Bugthorpe C.E V.C Primary School noted that the School Fund Account had been approved by the General Purposes Committee. Governors of Sutton upon Derwent C.E Primary School advised that the School Fund Account would be discussed at the next Leadership and Management Committee.

RESOLVED: that the statement of account for Sutton upon Derwent C.E Primary School be deferred to the Leadership and Management Committee for approval.

302 **SCHOOL FINANCIAL VALUE STANDARD**

RESOLVED: that the School Financial Value Standard for both schools be approved and signed for submission to the Local Authority.

303 **REPORT OF THE HEADTEACHER**

RESOLVED: that the Headteacher's report be received.

304 **SCHOOL IMPROVEMENT PLAN 2017/2018**

The Headteacher advised governors that the data used had been based on the predicted data provided by the previous Headteacher. She noted that she had amended the information to be more specific due to changes in staffing roles and responsibilities.

She noted that the future sustainability of the schools would be a priority within the budget and staffing provisions would be evaluated to ensure all pupils were supported effectively.

The Headteacher explained that an aim of the school improvement plan was to develop a robust curriculum with an emphasis on writing, grammar and phonics.

The Headteacher advised that she had met with Helen Wren, School Development Advisor - York Diocese, to look at the development of the Christian Distinctiveness within the school and the local community. A governor commented that the atmosphere within the schools regarding Christian distinctiveness should be more pronounced. The Headteacher advised that both schools had good atmospheres but commented that pupils should be immersed in Christian values.

Governors discussed the school improvement plan and noted that it was very clear, detailed and ambitious. It was noted that the leadership and management within each school would be developed to achieve the aims set.

RESOLVED: that the school improvement plan be received.

305 **SAFEGUARDING**

The Headteacher advised that the roles of Safeguarding, Special Educational Needs and Health and Safety would be developed and noted that the Local Authority would be visiting the schools to discuss these roles further.

306 **NO SMOKING POLICY**

RESOLVED: a) that the No Smoking Policy be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy.

307 **PAY POLICY**

RESOLVED: a) that the Pay Policy be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy.

308 **PENALTY NOTICES - CODE OF CONDUCT**

The Headteacher advised governors that she had created a report identifying the families affected and confirmed that they would be referred to the Education Welfare Officer. A governor asked whether any pupils had been repeatedly absent. The Headteacher advised that there were and explained the importance of the Education Welfare Officer. Governors noted that parents should be made aware of the penalty notices.

RESOLVED: a) that the Penalty Notices - Code of Conduct be approved and adopted;
b) that the Headteacher notify staff of the adoption of this code of conduct;
c) that a letter be sent to parents notifying them of the Penalty Notices.

309 **SPECIAL LEAVE POLICY AND PROCEDURE**

- RESOLVED: a) that the Special Policy and Procedure be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy and procedure.

310 **GOVERNOR TRAINING AND DEVELOPMENT**

Governors advised that prior to the meeting data training had been completed. In addition, Mrs Hastie would be attending Special Educational Needs training and Mr Coe advised he would contact the Diocese to enquire about training and may also attend Effective Governance.

- RESOLVED: a) that the availability of CPD opportunities on www.eridingcpd.net be noted;
- b) that the CPD prospectus be received.

311 **GOVERNING BODY MEETINGS**

The Headteacher discussed the format of the joint meetings. She wanted to ensure that all governors are aware of all issues within their respective schools and discussed the possibility of a further meeting prior to the current full governing body meeting. This would allow governors to discuss in detail any issues from the committee meetings. These meetings would be split and held separately for each school.

Governors also discussed the possibility of amalgamating the committees into one full governing body meeting to allow all governors to discuss the school in detail.

RESOLVED: that governors submit feedback to their respective Chairs.

312 **FUTURE MEETINGS**

RESOLVED: that future meetings be held on:

Thursday, 1 March 2018 at 7.15 pm at Bugthorpe C.R V.C Primary School
Thursday, 19 June 2018 at 7.15 pm at Sutton upon Derwent C.E Primary School

Chair's Signature - 1 March 2018

