

P R E S E N T:-

Mr D Coe (in the Chair)
Mrs D Taylor-Curry (Headteacher)

Mr C Bealey, Mrs E Garcia, Mrs C Garside, Mrs J Leonard, Mrs M Pearson,
Mrs A Ross

Mrs S Baines, Mrs D Braithwaite-Hall, Mr H Davis, Mrs R Earnshaw, Mrs A Hastie,
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

Prior to the joint Governing Body meeting Bugthorpe C.E V.C Primary School governors held their confidential Part B discussion.

340 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were made.

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

- RESOLVED: a) that Sutton Upon Derwent C.E School's Scheme of Delegation be raised as any other business;
- b) that Sutton Upon Derwent C.E School's Financial Management Skills Analysis Matrix for School Staff be raised as any other business;
- c) that Sutton Upon Derwent C.E School's Consistent Financial Reporting Return and Outturn Statement be raised any other business.

342 **MINUTES**

RESOLVED: that the minutes of the meeting held on 12 April 2018 be confirmed and signed by the Chair.

343 **COMMITTEE MINUTES**

RESOLVED: that the minutes of the Education Committee of Bugthorpe C.E V.C Primary School held on 27 February 2018 be received.

REPORT OF THE HEADTEACHER

The report of the Headteacher was considered and the following issues highlighted:

a) Numbers on Roll

i) Bugthorpe C.E V.C Primary School

The Headteacher informed governors of the current number on roll and the predicted numbers for the next two years. She explained that 10 admissions were predicted for the nursery but confirmed that to date only two had been confirmed and noted the impact that could have upon the budget. Due to this the Headteacher highlighted the need for school promotion and promotion of the two year old stay and play facility.

A governor advised that she had suggested to the village preschool to work together with the school and noted that the suggestion had been met very positively and commented that this may increase future numbers.

Governors were advised that two pupils had moved out of the area and explained that this would affect the infant class size funding and sparsity funding.

ii) Sutton-Upon-Derwent C.E Primary School

Governors discussed the numbers on roll and predicted admissions. A governor queried how certain the school was that 15 pupils would join the school in 2019/2020. The School Business Manager confirmed that the school was very confident in the numbers as many were siblings of current pupils or attending the school play and stay scheme.

The Headteacher advised that three pupils, in addition to Year 6 pupils, would leave the school and this would have an £11,000.00 impact upon funding.

b) Attendance

i) Bugthorpe C.E V.C Primary School

The Headteacher highlighted attendance at the school and reported that whole year attendance was 97.3% and noted that the summer term was 98.1%.

A governor questioned whether the increase was directly related to the information in the newsletter and parent's awareness of the importance of attendance. The Headteacher confirmed that parent's awareness had contributed towards the increase in attendance.

ii) Sutton-Upon-Derwent C.E Primary School

Governors were advised that whole year attendance was 96.4% an increase from 93.2% last year.

Governors queried whether low attendance impacted pupil's development. The Headteacher confirmed that repeat absences did impact pupil's development.

c) Promotion of the Schools

The Headteacher advised that both schools had employed Web Anywhere and the new school websites were currently under construction. She continued that the School Business Manager at Sutton-Upon-Derwent C.E Primary School had created a statutory plan of compliance to ensure that the websites were up to date. The Headteacher hoped that the website and the mobile application would be ready for September 2018.

A governor asked whether there would be an online payment facility. The Headteacher confirmed that this would also be available from September 2018.

d) Curriculum and Standards

The Headteacher advised that the Phonics screening, Key Stage 1 SATs and Key Stage 2 SATs had been completed and outcomes would be reported at each Education and Curriculum meeting.

Governors were informed that Jamie O'Brien, Improvement Adviser, had visited both school and conducted learning walks focussing on standards of writing and book scrutinies. She noted that Jamie O'Brien had been very impressed with the standard of work at the schools.

The Headteacher reported that Sutton upon Derwent C.E Primary School had been selected by the Local Authority for moderation of both Early Years Foundation Stage and Key Stage 2 writing.

In addition, Sutton upon Derwent C.E Primary School had been selected for science sampling of Year 6 pupils.

e) Additional activities to enhance the Curriculum

Governors were advised of activities at each school. The Headteacher highlighted the Initial Teacher Training placements at both schools and the residential visit at the Earth Centre. She expanded stating that the behaviour of pupils on the residential visit had been exemplary and pupils had been ambassadors of the schools.

The Headteacher noted that pupils at Bugthorpe C.E V.C Primary School had enjoyed Times Tables Rockstars which had been introduced in Key Stage 2 and also commented that the sponsored spell had raised £800.00 towards the new school reading scheme.

Governors discussed the competitions each school had entered and the Headteacher stated that less competitions would be entered into allowing for the curriculum to focus on the skills needs to succeed at each event.

f) Special Educational Needs and Disability

Governors of Sutton upon Derwent C.E Primary School were provided with an update of Special Educational Needs and Disability provision at the school. The Headteacher highlighted that the proportion of pupils at the school with additional support was 25.5%. Due to this extra support the school had requested a further £11,000.00 funding from the Local Authority.



g) Pupil Premium

The Headteacher discussed the Pupil Premium funding allocation of £16,630.00 for Bugthorpe C.E V.C Primary School and governors were provided with a review of how the funding had been spent.

h) Friends of the Schools

The work of the Friends of the Schools was highlighted. At Bugthorpe C.E V.C Primary School the Friends group had raised £475.00 from the Pig Racing event and had also contributed £100.00 towards each class to enhance resources. At Sutton upon Derwent C.E Primary School the summer fayre had raised £2,000.00 and the Friends group would contribute towards the refurbishment of Early Years Foundation Stage flooring area and had planned to contribute towards the multi use area in conjunction with the Sports Premium.

Governors expressed their thanks and appreciation to the Friends of each school.

i) School Improvement

The Headteacher stated that both schools had a 'Good to Outstanding' programme and staff members were working with Snaith Primary School to devise a relevant and creative curriculum for pupils.

Governors were advised that the School Development Plan would be updated following the restructure and pupil outcomes were known.

j) General Data Protection Regulation

Governors discussed the new General Data Protection Regulation and the responsibilities placed upon the school.

The Headteacher noted that there were cost implications to ensure compliance and commented that she had contacted the Local Authority to investigate additional support.

Governors queried whether each school had updated their Privacy Notices. The Headteacher confirmed that Privacy Notices and procedures had been updated.

The Headteacher informed governors that this meeting would be Mrs Douglas' last meeting and governors thanked her for the work she had done at the school.

RESOLVED: that the report be received.

345 **SCHOOL FUND ACCOUNT**

Governors received the School Fund Account Statement for Bugthorpe C.E V.C Primary School ending 31 December 2017.

Governors discussed the School Fund Account for Bugthorpe C.E V.C Primary School and the School Business Manager summarised the account. Governors were advised that the total carry forward was £921.75.

RESOLVED: that the School Fund Account for Bugthorpe C.E V.C Primary School be approved.

346 **CATERING REPORT**

Governors were provided with the Catering Report and they discussed the costs to each school. The School Business Manager of Sutton upon Derwent C.E Primary School advised that the expenditure of each school had been very similar.

Governors questioned whether the catering had improved. The Headteacher confirmed that the introduction of the jacket potatoes and the special menus had improved the service.

Governors queried whether Sutton upon Derwent C.E Primary School had started to serve alternative food. The Headteacher advised that alternative food was not served at the school.

RESOLVED: that the Catering Report be received.

347 **SUDS CLUB REPORT**

Governors were provided with SUDS Club Account 2017/2018. The School Business Manager reported that as at 31 March 2018 the club had made a loss of £3,831.53 but noted an improvement from the loss of £7,398.00 from the previous year. Governors discussed the loss made and how it was important to offer the service to increase numbers. The School Business Manager confirmed that from 1 April 2018 the account had made a profit of £180.09.

Governors questioned whether clubs, such as the film club, could be merged with SUDS to attract more pupils. The Headteacher confirmed that this was a possibility and consideration would be given to how to enhance SUDS.

RESOLVED: that the SUDS Club report be received.

348 **BUGTHORPE C.E V.C PRIMARY SCHOOL AFTER SCHOOL CLUB PROFIT AND LOSS ACCOUNT**

Governors were provided with budget monitoring information for the after school club for year ending 31 March 2018. It was stated that the total profit, following payment of the dance tutor, was £2,844.23.

The Headteacher highlighted that the introduction of the deli bar had been successful. She commented that pupils enjoyed the choice offered and there was no wastage.

Governors discussed whether there was scope to introduce a breakfast club. The Headteacher advised that a breakfast club would require further regulation and it would need to be Ofsted Registered and have more staffing and cost implications.

RESOLVED: that the Bugthorpe C.E V.C Primary School After School Club Profit and Loss Account be received.

349 **SPORTS PREMIUM**

The Headteacher informed governors that the Physical Education Co-ordinators were obtaining joint quotes for the provision of an all weather, multi use areas for the schools. She explained that this would be a legacy project and would be an investment for the school.

350 HEALTH AND SAFETY

i) Bugthorpe C.E V.C Primary School

The Headteacher advised that following the Safeguarding Audit the school would receive new fencing and gates to secure the school. In addition, the gates would have an intercom system.

Governors were informed that following a Local Authority inspection of the premises asbestos had been found in the roof space and the area had been sealed. **A governor queried whether the asbestos would be removed.** The Headteacher advised that it would but would be expensive. **Governors questioned whether the Local Authority would pay for the removal.** The Headteacher was unable to clarify and believed the Local Authority would pay for the removal but noted that the school's capital funding may need to be paid towards the removal.

ii) Sutton-Upon-Derwent C.E Primary School

Governors were advised that the electrical refurbishment was ongoing and the internal upgrades were scheduled for the autumn half term providing the external refurbishments were completed.

Following the Safeguarding Audit the school would receive new fencing and gates to secure the school. In addition, the school would build an internal lobby to secure the front of the school.

The Headteacher reported that a Fire Safety Inspection had been conducted and it was concluded that the fire exits were inadequate. To address this new fire doors and fire exit doors would be fitted.

351 SERVICE LEVEL AGREEMENT REVIEWS

The Headteacher advised that all current service level agreements would be renewed with the exception of the Local Authority Library Service. She explained that the cost was £200.00 per year and the service provided topic books for learning. The Headteacher stated that the money would be used to buy relevant topic books for each school and this would enhance resources.

352 WORKPLACE DRUGS AND ALCOHOL TESTING POLICY AND PROCEDURE

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

353 GOVERNOR VISITS

Mrs Hastie reported that she had visited the school regarding Special Educational Needs. She stated that she had found her visit very interesting and informed governors of the high proportion of needs at the school compared with national data.

The Chair informed governors that he had visited the school for two staff meetings and reported how dedicated staff members were and commented how much work was undertaken outside of the classroom.

RESOLVED: that Governor Visit reports be received.

354 **GOVERNOR TRAINING AND DEVELOPMENT**

The Headteacher advised that from September 2018 there would be a focus on training and noted that finance, data protection and safeguarding would be a focus.

Mrs Ross and the Headteacher confirmed that they had completed safeguarding training.

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

b) that the CPD prospectus be received.

355 **SUTTON UPON DERWENT C.E PRIMARY SCHOOL'S SCHEME OF DELEGATION**

RESOLVED: that the Sutton Upon Derwent C.E School's Scheme of Delegation be approved.

356 **SUTTON UPON DERWENT C.E PRIMARY SCHOOL'S FINANCIAL MANAGEMENT SKILLS ANALYSIS MATRIX FOR SCHOOL STAFF**

RESOLVED: that the Sutton Upon Derwent C.E School's Financial Management Skills Analysis for School Staff be received.

357 **SUTTON UPON DERWENT C.E PRIMARY SCHOOL'S CONSISTENT FINANCIAL REPORTING RETURN AND OUTTURN STATEMENT**

RESOLVED: that Sutton Upon Derwent C.E School's Consistent Financial Reporting Return and Outturn Statement be approved

358 **FUTURE MEETINGS**

The Headteacher confirmed that she would circulate to governors dates for future meetings.

RESOLVED: that the Headteacher circulate dates of future meetings.

Note: Governors of Bugthorpe C.E V.C Primary School left the meeting at this point.

Chair's Signature – Thursday 15 November 2018

