

Federation of Darley & Summerbridge Community Primary Schools

Governors' Business Meeting at Darley Primary School on 7th November 2018

Meeting opened at 6.05pm

1. **Present:** N. Coates (NC), Executive Headteacher
S. Mallender (SM), Co-Chair & Co-opted Governor
S. Walker (SW), Co-Vice Chair & Parent Governor
E. Fazal (EF), Co-Vice Chair & Co-opted Parent Governor
R. Rogers (RR) Parent Governor
L. Bennion (LB) Co-opted Governor
K. Milne (KM) Co-opted Governor
A. Hailwod
2 Co-opted vacancies

In attendance: Janet Williams (JW) Clerk

Governors Core Function:

- a) **Ensuring clarity of vision, ethos and strategic direction;**
- b) **Holding the headteacher to account for the educational performance of the school and its pupils**
- c) **Overseeing the financial performance of the school and making sure its money is well spent**

2. **Apologies - None**

3. **Minutes of the previous meeting and review of actions**

3a. Matters Arising / Action Update –

Agenda item 2 – LB to become LA Governor following the resignation of CV

Action: JW to forward LB the application form to change to LA Governor

Agenda item 7 – SM suggested contacting Chair of Governors at St. Cuthbert's School to arrange for a governor to shadow one of their meetings

SM contacted Richard Light and is attending a meeting on 3rd December.

Agenda item 10b - HT performance review arranged for 7th November 2018

All other agenda items completed.

3b. Approval – SM signed as a true record

4. **Declaration of Interest in any Agenda item – none**

5. **Matters of confidentiality – none**

Safeguarding update contained Governor reports

6. **Governor's reports to include summary of:**

EF distributed the updated the Governor Action plan for discussion. EF & LB meet to condense Governor Action plan following the discussions during this meeting.

6a Teaching, Learning & Assessment – EF suggested splitting this section into the 3 areas and EF suggested allocating a link governor to each area.

Following a discussion relating to the pros and cons of splitting this section into the 3 areas the Governors agreed that this would be beneficial as this was quite a large topic to cover.

Governor Question: Would it be beneficial to have 6 link governors instead of 3 so that there could be a link governor for each school covering the 3 areas and not 1 governor for both schools per area.

The Governors discussed the benefits/negatives of having the link governor only covering one of the schools but felt this would be a backward step for the Federation.

Answer: No the link governors should cover both schools as they are both part of the Federation and the Governors are members of the Federation of both schools.

It was agreed that the Governors should not worry about the day to day teaching etc as that was the role of the senior leadership team/HT but that they should continue to concentrate on ensuring that the pupils at both schools were making good progress and that the work was of a high standard through their monitoring visits and learning walks. NC reminded the Governors that they had performed well during the last Ofsted inspection. NC suggested that it would be beneficial if he did a joint visit with the link governors as he does with the Ofsted Inspector. The Governors agreed that this would be beneficial. AH suggested that they organise a governor visits day when governors can come in and carry out a joint observation with NC looking at all areas. AH suggested that the day should be planned so that they covered all the areas outlined in the Ofsted reports for both schools.

All the Governors thanked EF for the work she had carried out on the action plan but it was agreed that it should be condensed and more specific to the role of monitoring and overseeing.

Action: JW to send Governors 'Knowing Your School - school visits and holding your school to account'

Action: Wednesday 9th January Governor day in both schools which will provide the reports for TLA & EYFS areas of the Governor Action Plan

6b – EYFS provision – no report this ½ term

NC advised that new updated guidance had been released for schools with pre-school children on site but not on the school role who were under the school governance. NC spoke to Ruth Mason, Early Years Advisor for LA, who advised that as the new guidance stated that as Early Years provision includes Reception children then both schools did not need to have a separate Ofsted registration for the nursery part of the Early Years. NC confirmed that Ruth Mason was going to confirm this with Ofsted as we would then have to de-register the Early Years Units and that they would be inspected under the school inspections. AH advised that she had been mentoring Catherine as part of her NQT year at Summerbridge.

Governor Question: In the new guidance it mentions the arrangements for the staff of the EYU, how does this affect the schools and Governors?

Answer: KM advised that the staff at both Early Years Units were TUPED across to become school staff from 1st September 2018 which has not affected the staff financially as their pay was matched by the schools however there are increased costs to the schools as they have to cover NI and pensions etc known as 'on costs' but NC confirmed that the income generated by the Early Years Unit children covered the total wage bills.

Governor Question: Previously the pre-school had their own PTA will that continue?

Answer: KM confirmed that they have become part of the schools PTFA for fundraising.

6c – Financial and Personnel Management across the Federation

NC provided reports which were emailed prior to the meeting outlining the financial positions of both schools at the end of last academic year.

NC advised that currently 25% of schools in North Yorkshire have a negative balance and this figure is expected to rise to 80% by 2020, however, both Darley & Summerbridge ended the financial year with a positive carry forward. NC advised that by the next Governor's meeting in December the revised budget figures will be available which will show an even better position at both schools. The improved position at Darley is due to Mr Day resigning and he will leave at Christmas. NC advised that the current ½ time year 3/4 teacher, Sophie Lowe, will take the HLTA hours and this change will provide additional funding for a TA for Class 1. NC advised that the positive position at Summerbridge was also due to the resignation of two teachers, an M6 and UPS3 teacher, who have been replaced by an NQT & M3 teachers. The Early Years Unit now being based at the school has meant that more children stay on into Reception. However, this will start to create a problem in future years in Class 3 as the number of children in the class will become too many for the room especially as there are 4 year groups currently taught in Class 3. SW provided a report on the increasing numbers and lack of space.

Action: Governors to create a building committee to look into funding and building of an extension to Summerbridge. SW & LB to attach this to their H & S remit.

ROVs with Karen Butler the LA Advisor were also emailed prior to the meeting which outline the data for each school for 2017 and 2018.

NC outlined the issue of schools with small cohorts as this can skew the results.

Action: JW re-send Summerbridge ROV.

Action: JW to look into data analysis training for governors

6c(i) Financial remuneration for teaching staff

NC and AH were asked to leave the meeting for the next section as the Governors needed to discuss the Senior Teacher & HT remuneration. SM advised that the Federation now has a senior leadership team with NC, PC, AHo & AHa. At the Governors meeting in July NC advised that PC would move to UPS1 in September following his written application which must be submitted by the deadline of 31st October 2018 providing enough evidence of him carrying out duties over and above that of a main scale teacher. NC advised that AHo has also reached M6 and is therefore eligible to apply for UPS1.

Both staff submitted their applications to the Governors who agreed to their increase from September 2018.

At the July meeting NC also advised the Governors that he would like to appoint PC to the role of senior teacher at Summerbridge and asked the Governors to award him a TLR2 payment in recognition of the senior role as this would normally be undertaken by a teacher on UPS3 as it was previously at Summerbridge and is at Darley. The Governors agreed.

NC advised that AHa has since written to him requesting recognition of her increased responsibilities following the Federation however the Governors agreed that as a UPS3 teacher she should take on the senior teacher role as part of her duties and not receive a TLR 2 payment. The Governors agreed that the TLR2 payment to PC would only continue until he applied for UPS2 when any additional payments would be reconsidered at that time as it was an unusual situation at Summerbridge created by the resignation of Mrs Ward. UPS3 is the Senior Teacher pay ceiling at Darley & Summerbridge Schools.

Governor Question: Should AHa not receive some kind of remuneration in recognition of her work since the Federation?

Answer: SW & SM advised that this would set a precedent for the future however it was felt that following further discussions the Governors agreed to award AHa a TLR3 of £540.00 for supporting the ongoing improvement in the EYFS provision at Summerbridge so that it is judged 'Good' by July 2019. This payment will not be paid until the end of the academic year, 31st August 2019, following the successful completion of the improvements outlined in the Summerbridge Ofsted report.

HT performance review held 7th November - NC successfully achieved his previous targets however as he is already on L19 which is outside the Group 1 banding there is no increment that can be awarded.

SM & SW stated that they felt the Governors should speak to HR to investigate a recruitment & retention allowance in recognition of his achievements for the Federation. The Governors all agreed.

Action: JW to send HR details to SM.

6c)ii) Pros & Cons of operating a joint budget - SL provided a report which was distributed at the meeting. NC advised that it would mean that there was only one budget monitoring report but that this would not affect the individual schools funding

Governor Question: If one of the schools had a deficit budget would the other schools be expected to 'bail them out'

Answer: No they would still operate under their own funding as the income is generated by pupil numbers and the main expenditure constraints are the staffing costs which are related to the number of pupils on role at each school.

The Governors agreed that this maybe something to consider and would discuss in greater detail at a future meeting with the bursar present.

6d Health, Safety, Safeguarding and Premises across the Federation – there was no specific report for this meeting

LB attending Darley 8th November 2018 to sign off Health & Safety documents

SW will attend Summerbridge next week to sign off Health & Safety documents

6e Oversee the quality of provision for those pupils belonging to vulnerable groups – no report for this meeting

Jen Blunstone attending a meeting at Summerbridge 8th November 2018 to meet with staff to discuss the SEN provision, assessments and provision mapping.

Alison Evans to attend the meeting and share the information with staff at Darley.

EF to attend as SEN governor.

6f Nidderdale federation – All governors and staff were invited to a meeting at Nidderdale High School outlining the vision for the future of education in Nidderdale which was presented by the 4 Headteachers and representatives from the LA. A copy of the presentation was emailed prior to the meeting. SM to attend the next meeting

6g Review of governor effectiveness, skills & succession planning – No report for this meeting

7. **SDP & SEF** - Emailed prior to the meeting. All governors agreed the new format of the SEF was an improvement and was very clear. SDP emailed prior to the meeting. The new plan expands the key areas from the Ofsted reports to drive continued improvements across both schools

8. **Policy reviews emailed prior to the meeting**

It was agreed that as and when the policies are due for review they should incorporate provision for the Early Years Units so that the Federation on has one set of policies

Minor changes to incorporate nappy changing to the intimate care policy so that incorporates the provision for the Early Years Units

All policies emailed were agreed and signed by SM

9. **Governor Training**

It was agreed that it was essential to the effectiveness and skills of the Governing Body to ensure they attend the necessary training.

Governor training courses available were emailed prior to the meeting.

Action: All Governors to notify JW of courses they wish to attend.

JW to attend clerks course on 27th November

10. AOB

10a – Leaving LA for ICT, Building Maintenance & Grounds Maintenance

NC asked Governors to agree to the schools giving notice on traded services for ICT, building & grounds maintenance. NC advised that this would give us 12 months to look into finding new, cheaper and better providers. He advised that if after investigation we cannot achieve a better contract then we can just continue to buy into the LA traded services but if we do not give notice now we will be tied in for another 18 months. The Governors agreed.

Action: NC to give notice on traded services for ICT, building & grounds maintenance

10b – Admissions arrangement consultations 2020/21

NC asked the Governors if they agreed to maintain the admissions limits at both schools which are currently 14 at Darley & 12 at Summerbridge. The Governors agreed these continued to be realistic numbers.

10c – Governor Vacancies – SM advised that he had currently received 2 applications for the co-opted governor vacancies. 1 from a member of the community and 1 from a parent at Summerbridge. SW advised that the skills audit carried out last academic year revealed gaps in community liaisons and that as we already have 5 parents on the Governing Body we should accept the application from the member of the community but look into trying to secure another member of the community to fill the other vacancy rather than accepting the application from the parent especially as he was also a teacher. An additional reason for requiring another member of the community is if there was a need to convene a complaints panel which requires 2 independent governors and a further independent Governor if there was an appeal. NC suggested contacting Rev Mike Poole from the Summerbridge Methodist Church and Carol White from the Parish Council and Charity of William Hardcastle as either of these people would be a positive benefit to the board and provide the skills for a more balanced structure.

Action: SM to speak to the parent at the earliest opportunity advising that at the moment he does not fulfil the criteria the board is requiring but that as soon as a parent vacancy arises he would be contacted.

Action: NC to approach Rev Mike Poole and Carol White

10d – Terms of Reference – emailed prior to the meeting but to be put onto the agenda for the next meeting in December

11. Date of Next Meeting - Wednesday 12th December at 4.00pm at Summerbridge

Meeting closed at 9.35pm