

Federation of Darley & Summerbridge Community Primary Schools

Full Governing Body Minutes 13th February 2019 at Darley Primary School

Meeting opened at 4.05pm

1. **Present:** N. Coates (NC), Executive Headteacher
S. Mallender (SM), Chair & Co-opted Governor
S. Walker (SW), Co-Vice Chair & Parent Governor
E. Fazal (EF)
L. Bennion
A. Hailwood
Rev. M. Poole
M. Barrett
C. White

In attendance: Janet Williams (JW) Clerk
Sharon Langton (SL) Bursar

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 (with consent):** K. Milne
R. Rogers

The chair welcomed MB as a new Co-opted Governor.

3. Minutes of the previous meeting and review of actions

3a. Matters arising/action update

Any comments, concerns or actions from the previous minutes were invited by the chair.
Agenda item 3 – The clerk advised that she had now received email confirmation that LB was now officially the LA Governor

Agenda item 6a – NC to forward the login details for ASP to SW

Agenda item 6c - SL advised she has spoken to the Charities Commission regarding the Norwood Trust however she has been advised that the request is in a queue and will take as long as it takes. Although this is not helpful there is nothing that can be done to speed up the process.

Governor Question: The FGB has not looked at the terms of reference since the federation despite it has being an agenda item

Answer: The chair confirmed that time has not been sufficient during meetings to look at the terms of reference and suggested the clerk and one of the governors could look into them

Action: JW & SW to liaise regarding a meeting to look at the terms of reference and report back to the FGB

3b. Signed as a true record by SM

4. **Declaration of interest in any agenda item - none**

5. **Safeguarding – covered under 6f**

6. **Governor's Reports**

6a – SDP – emailed prior to the meeting

NC advised that during the visit from Karen Butler (EDA) they had discussed the best way to evidence 'success criteria' and 'impact' on the SDP. KB suggested that incorporating photographs would be a straightforward and practical way to evidence the impact in the SDP. NC advised he is happy with the new style SDP and confirmed that he has started to incorporate this evidence to the SDP and will email the newly updated version.

Action: NC to email updated SDP

Governor Question: Does this mean that Governors should not make as many visits to school to prove the evidence?

Answer: No NC advised that 'learning walks' are always a valid way to prove impact, however it may reduce the number of Governors needed and the frequency of 'learning walks' carried out each year.

The Governors agree that the SDP clearly shows the continuous improvements both schools are making. Michelle Hattersley, Maths Advisor and Heather Russell, English Advisor visited both schools to look at the quality of teaching and learning and offer advice and support particularly in EYFS & KS1 following the Ofsted inspection at Summerbridge. However, since the Ofsted inspection at Summerbridge the KS1 & EYFS teachers left and the advisors found that the recently appointed teachers were providing good quality teaching which is backed by evidence in the books and on the walls particularly in KS1. NC advised that as an NQT the EYFS teacher was progressing well and was also making a positive impact in the Reception class but that she still needs support as this is her first teaching post following qualification. NC also stressed that mixed age classes do add to the difficulty of providing outstanding teaching. AH agreed that having Reception separate from Years 1 & 2 as it is at Summerbridge would have a positive impact on the teaching. AH advised that at Darley in Reception/Years 1 & 2 there are 25 pupils in the class with 11 being Reception. NC confirmed that at Darley there is currently a KS2 class split Yr 3/4 and Yr 5/6 in the mornings and that this was already having a positive impact on the teaching & learning of all KS2 pupils.

It had been discussed previously whether Darley could also afford a ½ time Reception teacher which would mirror the EYFS & KS1 split at Summerbridge – see report 6e for the budget report. AH suggested that with Darley finances being as they are it may be better for the school results to split the school in the mornings to Reception/Yr 1, Yr 2/3/4 and Yr 5/6 and back to Reception/Yr1/2 and years 3 – 6 in the afternoons. NC advised that AH suggestion could be potentially a positive solution to the problem. The governors agreed that Darley cannot spend anymore money.

Summerbridge the carry forward will enable the school to appoint a part-time yr 3/4 teacher and confirmed that the yr 5/6 pupils would have to be taught in the hall as the budget could not finance the building of an additional classroom. It was agreed that although not ideal the split would be better for the teaching and learning of the children. Governors agreed for Summerbridge to appoint a ½ time Year 3/4 teacher from September 2019 on a one year contract.

Action: NC to arrange the advertisement for a yr 3/4 part-time teacher for Summerbridge

6b – SSE – emailed prior to the meeting

NC advised that he has updated the SSE which mirrors the Ofsted judgements and will be updated again during the Summer holidays

6c – Quality of Teaching & Learning – emailed prior to the meeting

NC confirmed that the observations of all lessons across the federation have been strong. NC advised that he carries out an observation of every class each half term and then feeds back his observations/findings to the class teacher. This can then provide a platform for improvements to the teaching & learning if necessary.

Darley - the use of language is strong in EYFS & Yr 5/6 but not as strong in Yr 3/4 as the teacher is an NQT and still needs support.

Summerbridge – The Class 3 teacher is finding it difficult to provide the sustained high quality teaching & learning he strives for owing to the challenges of having a 4 cohort mixed age class. The new KS1 (Yr 1/2) teacher is very strong, the initial focus for the new Reception teacher as an NQT replacing a very popular long serving teacher was to make sure the children felt settled so that the parents would feel secure, however, now her focus needs to move onto the quality of work being produced by the children as EYFS has to receive a Good judgement from the next Ofsted inspection. NC stands by his appointment as she is a good quality teacher but as an NQT has a steep learning curve.

NC advised that he also carries out book scrutinies during his lesson observations - the Darley continues to maintain a Good standard of work in the books and this picture is improving at Summerbridge. The staff have introduced 'Effort' and 'Presentation' marking in the books and this is already having a massive impact on the children and the quality of their work.

Governor Question: Could the Governors to see this new addition to the marking during the next Learning Walk?

Answer: Yes it would be good to see the changes this additional method is having on the children's work.

The children are assessed on a regular basis and the report includes a table of where the teachers expect the pupils to be at the end of this academic year.

Darley the overall picture is not showing any concerns

Summerbridge the overall picture is showing some concerns which will be helped by splitting the KS2 class

The Governors were reminded that the small cohorts at both schools do provide a skewed percentage. NC also advised that staff welfare is also an important factor and that in his opinion the staff give 100% all the time in the classroom.

6d Pre-School update – In the absence of KM, NC advised that both settings are thriving and the future is very positive and is having the effect on the number of reception starters as they are choosing to stay at their respective schools.

Governor Question: Could the pre-schools not operate for the same hours as the schools to alleviate parents having to wait both at drop off and pick up times.

Answer: The pre-school funding does not enable them to open the same as schools. Any additional time would have to be paid for by the parents and there are not enough children who need the additional time to cover the cost of the staff. NC also informed the governors that the staffing budget for both pre-schools is being affected by the overtime claims submitted.

Governor Question: What are the working hours of pre-school staff

Answer: NC advised that it is 8.45 – 3.15 but if they stay after 3.15 to get ready for the next day they submit an overtime claim.

Governors agreed that there needs to be an assessment of additional hours being claimed with a view that income needs to be built up as a reserve in readiness to employ additional staff if the numbers increase.

Action: NC to meet with KM to discuss the budget and overtime

6e – Finance & Personnel – SL advised that she is in the process of opening a new federation bank account. However SL explained that the NYCC FMS department cannot provide 1 federation Oracle print. SL confirmed that from 1st April there will be one monitoring report for the federation. All the governors agreed that this was apposite move.

SL gave a brief overview of both school budgets

Budgets Pre-School staff pay rise with the new bandings is an additional £3900 on the salaries expenditure

Darley projected carry forward is £13k. However she informed that Governors that from 1st April the new pay structure for support staff will be implemented. This will have a negative effect on the forecast by £3500. SL also advised that Darley are losing 3 children who are re-locating which will reduce the revenue income by £9k for 2020/21 as this is based on the 2019 census. The Darley meal numbers are still struggling and approx 8 -10 extra pupils are needed to break even.

Governor Question: SM asked if there is anyway we can incentivise the children to try the school meals

Answer: NC advised that in his view the children that have had a school meal have really enjoyed them.

Action: Governors to look at ways to increase numbers at Darley

Summerbridge projected carry forward is £15k however the support staff pay increase is £3700

Governor Question: Would a re-organisation of classrooms increase the space available to enable the number of pre-school children both schools to increase?

Answer: If the number of pre-school children is increased then it may be necessary to employ more staff as the ratio is 1:4 for 2 year olds and 1:8 for 3/4 year olds, consequently the budget would not necessarily benefit.

Action: KM to report to the next meeting concerning numbers, funding and staffing structures.

6f –Safeguarding/Health & Safety - AH, NC & PC attended updated Safeguarding training. Also all 3 staff have completed CCCP training.

The safeguarding audit must be completed and ratified by the Governors and submitted by 31st March 2019. EF to meet with JW (Clerk) to carry out the audit Friday 15th February at 9.00am and AH & CW Monday 11th March at 1.30pm.

Report and Summerbridge Premises Inspection from LB & SW emailed prior to the meeting. SW confirmed that they had also met with MB the LA HSA and had completed a Health & Safety walk at both Summerbridge & Darley schools

6g Vulnerable Pupils/SEN – No report this ½ term. EF & LB waiting for confirmation of meeting with Jenn Blunstone. JB will no longer be able to continue with this roll for the 6 primary schools for the next academic year.

Governor Question: AH asked if the vacancy could be just for Darley & Summerbridge and not across all 6 schools.

Answer: NC advised that he is meeting with the other Headteachers to discuss the SENCO roll moving forward but that it could be a possibility for schools to employ their own SENCOs. He advised that he would feed back after the meeting.

6h Governor Review – Following the last skills audit it was highlighted that ‘Community Cohesion’ was a weakness for the FGB. This area has now been addressed

by the appointment of the new Governors, a parish councillor, Methodist minister and a family support officer.

6i. Communication across the federation and wider community – Rev. MP advised that he had been invited to another school for a community afternoon and said it was very well attended and the children really enjoyed people coming into their school. It was agreed that this is something to table into the calendar. It was also agreed that the Governors should come into both schools to meet the school councils – Rev MP suggested he could carry this out when he is coming into school to do an assembly. It was also suggested that the governors should be emailed all school newsletters.

Action: JW to add governors emails to newsletter mailing list

Action: Rev MP to meet Summerbridge School Council 12th March

Action: NC to arrange a date with Rev MP to visit Darley school

7. Policy reviews – CP policy was due for ratification at this meeting however last week NYCC issued an updated version which now needs to be adopted.

Pay Policy – agreed and adopted by the Full Governing Body

Missing Child Policy – agreed and adopted

Lone Working Policy – to include ‘all staff working outside school hours and if working alone must have their mobile phone on their person for their own personal safety’.

Following this addition the governors agreed and adopted the policy.

Action: CP policy to be brought to the next meeting

8. Governor visits & training –

9. Forth coming events – Residential visit for years 5 & 6 to Marrick Priory – SW to attend

10. Correspondence & AOB –

10a. Instrument of Governance - The governing body agreed to change the Instrument of Governance to increase the co-opted governors from 5 to 6.

10b The Norwood Edge School closed many years ago a trust fund was set up to benefit Darley & Kettlesing. SL advised that there is £60k in this trust with the Charities Commission and this generates interest each year and this year was £80. At the last meeting SL advised that she has approached the Charities Commission with regard to the trust releasing the funds directly to the two schools, however, has now been told the request is in a queue and no further contact is necessary as they will get to our request in due course.

10c Extension at Summerbridge – CW advised that she had contacted the CEO from Carter Jonus who has originally suggested he would be interested in helping the school financially however was told that his help was actually in the form of who to contact for financial help - Wheler foundation was his suggestion. NC advised that JW has completed several grant applications to enable the school to fund an extension, but that we await their decisions.

Action: JW to look into an application for a grant from the Wheler Foundation

10d Neighbour issue at Darley - SW advised that Jerry had written to her again complaining about the windows being left open all day which in his opinion was wasting heat. He is also still unhappy about the noise coming from the school on the nights when there is the youth club especially if they have the windows open. SW advised that he has also asked for money to compensate him for the noise problems. SW advised that school had done everything necessary including offering to meet him to discuss the situation and

possible agreed solutions – but he has refused. SW has arranged for both schools to carry out the environmental poster competition.

Governors question: Is his behaviour is bordering on harassment and whether his behaviour is a child protection issue.

Answer: The situation will continue to be monitored but if he carries on harassing SW then the school will seek legal advice.

11. Date of next meeting: Wednesday 27th March at 6.00pm at Summerbridge School

Meeting closed at 7.10pm