

Federation of Darley & Summerbridge Community Primary Schools

Governors' Business Meeting at Darley Community Primary School on 15<sup>th</sup> May 2019

Meeting opened at 6.00pm

- 1. Present:** N. Coates (NC), Executive Headteacher  
S. Mallender (SM), Chair & Co-opted Governor  
E. Fazal (EF), Co-Vice Chair & Co-opted Parent Governor  
L. Bennion (LB) Co-opted Governor  
K. Milne (KM) Co-opted Governor  
C White (CW) Co-opted Governor  
S Walker (SW) Co-Vice Chair and Parent Governor

**In attendance:** Andy Welsh (AW) Cover 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; and
- c) Overseeing the financial performance of the school and making sure its money is well spent.

- 2. Apologies** - M Poole (MP) Co-opted Governor; M Barrett (MB) Co-opted Governor; R Rogers (RR) Parent Governor; A. Hailwood (AH) Staff Governor.

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

Minutes of the previous meeting were agreed and signed by the Chair. It was noted that on the 10<sup>th</sup> April Governor Visit, the review was of Topic Books and not Maths Books.

The actions identified had been completed as follows: SM had emailed the Governance Action Plan for all to assess. This is a rolling document, updated on a regular basis. It was agreed to review this document at the next meeting. **Action Clerk/Agenda**

- 4. Declaration of Interest in any Agenda item** – NC declared that his wife worked for a company who may be asked to tender for IT services/resources.

**5. Governor's reports emailed prior to the meeting:**

**5a Finance & Personnel** – NC tabled the joint budget report noting that it was a positive picture. Thanks were noted to Sharon Langton (School Bursar) for her work on the budgets and their amalgamation. The budget reflected the joint position including both schools and it was important to treat the Federation budget in this way.

The Budget Forecast by Ledger report was a detailed breakdown of the budget and a very useful management tool.

The in-year position for 2019/20 showed a projected deficit of £47.5k with a brought forward balance of £81.1k resulting in a carry forward of £33.6k (surplus). Some savings may need to be made in future years although there was much that could change in the external environment in that time eg schools funding. NC reported that the LA felt this was a positive picture compared to other LA schools.

The inclusion of pre-school income was very beneficial and thanks were noted to KM and her team. As well as income generated directly it was also the case that children were progressing to school when reaching statutory age.

There would need to be some minor adjustments to the budget to reflect some known actions ie appointing a new Clerk (c£1.5k) and increasing curriculum resources (£1k in 2019/20 followed by £500 in each subsequent year). With these changes the draft start budget was approved.

New staff appointments were already included in the forecast so appointments could be made.

**Governor Question:** The broadband costs look high.

**Answer:** NC reported that the schools had sought quotes for the service and the price reflected the service provided. The budget also contained hardware costs and there were difficult decisions to be made about whether to buy eg laptops outright or purchase under a lease arrangement.

**Governor Question:** What do bought-in professional services cover?

**Answer:** This covers curriculum activities such as music and PE (the latter funded through Sports premium) and for non-curriculum areas it includes HR, DBS checking, H&S etc.

**Governor Question:** Does the potential wider federation offer the opportunities for further bulk discounts?

**Answer:** Yes, and this has been tried informally. There are issues around timescales and ensuring procurement/contract renewal dates can be synchronised.

Turning to Staffing matters NC reported on staffing changes since the previous meeting.

The school administrator at Summerbridge had resigned and has left school. Interviews for this position are taking place on the 24<sup>th</sup> May. A GTA/MSA at Summerbridge resigned and has left school and her replacement starts on 6<sup>th</sup> June 2019. The current Year 3/4 teacher at Darley will be teaching Y3/4 at Summerbridge from September. There has been an appointment to the role of Y2/3/4 teacher at Darley from 1<sup>st</sup> September. A previously difficult to fill GTA (SEN) role has been appointed to. A Kitchen Assistant has been appointed at Darley.

It was noted that informal administrative arrangements had been allowed to develop at Summerbridge and this was in the process of being rectified in a sympathetic but timely manner. Such informal arrangements must not be allowed to recur. It was agreed that a letter would be written to parents explaining how the various systems work and how easy it was to make payments via ParentPay. Parents would also be reminded about the conditions which would allow Pupil Premium funding to be drawn down. **Action NC**

The Cover Clerk agreed to request NYCC to quote for the Clerk vacancy. **Action Clerk**

**5b SDP** – NC reported the document had not changed significantly since the last meeting but would be updated before the next meeting once the results for the current year were available.

**5c – SSE Update on Progress** – NC referred to the previously circulated report. Again, there had been no significant changes since the last report.

**5d – Teaching and Learning** – NC tabled his report noting that teaching in both schools is consistently ‘good’ as evidenced in lesson observations, book scrutinies and learning walks. The teaching staff consistently deliver high-quality lessons that meet the needs of all children despite the challenges of teaching mixed age ranges. Learning behaviour and attitudes towards learning had shown a dramatic improvement with teachers setting higher expectations.

The assessment system varied between the two schools reflecting the particular stages of progress with school improvement at each school, although the system was currently under review as improvements were made across both schools. Progress tracking meetings were a useful tool for monitoring and improving school performance.

Governors reported on their visits to the schools which confirmed the reports made by the Headteacher at this and the previous meeting. Positive reports talked of seeing the same topic taught across various years in different ways and that there was clear progress demonstrated as the children moved through the school. Tasks got more complex as the children developed. Progression was very clear with children proof reading their own work (in Year 6). There was a massive range of work and the quality was really good. Feedback and next steps was good.

**5e – Pre-school Update** – KM reported that there would be 12 children moving into Summerbridge and 15 into Darley in September. This would leave 17 children in pre-school in Summerbridge and 15 in Darley although numbers would vary day by day. This was in line with expectations and the numbers would grow through the year after Christmas and Easter. Various recruitment activities were underway and a new poster was being produced.

KM tabled an EYFS Action Plan and talked about the way the pre-school activities were becoming better integrated with expectations in school so that transition would be improved. This included using consistent language and visual prompts.

EF left the meeting at 19.42hrs

Governors discussed the requirement for bespoke space for the pre-school at Darley. There was a tension between investing in the short term for an immediate fix versus a longer term more strategic approach. It was agreed that a decision should be made at either the next meeting or an emergency meeting if necessary. The desire was to be able to use capital funding flexibly and secure additional funding if necessary to allow for a long term solution but failing this a shorter term initiative would be required. **Action NC**

#### **5f Health, Safety, Safeguarding, Child Protection and Premises across the Federation**

SW reported that she would liaise with the Headteacher in order to inspect the Single Central Record. The next H&S review would be a paperwork review and this meeting would be fixed with the NYCC adviser, SB and LB.

**5g Vulnerable Pupils – SEND, FSM, PP** – LB reported that she had met with the Senco and EF with a view to updating roles and responsibilities. LB would share with NC for approval and issue her reports by email. **Action LB**

LB reported that following discussions the SEND information report was now live on the school websites and easily accessible.

Governors were reminded that in Learning Walks they should refer to how SEN was supported.

**5h Review of governor effectiveness, skills**

It was agreed to complete a skills audit in July rather than wait until September so gaps in skills could be identified earlier.

It was agreed to proceed with the recruitment of a new staff governor. The Governing Body noted its thanks to Alison Hailwood for her contribution in this role.

**5i Communication across the Federation and Community**

It was noted that MP ran an assembly (with a Toy Story theme) and was joined by CW.

**6. Staff Governor Vacancy**

This was dealt with at 5h above.

**7. Governor Visits and Training**

Reports had been taken at 5d above.

There was to be a School Improvement Network Meeting on Tuesday 11<sup>th</sup> June 2019. Two Governors should attend, volunteers to be identified.

**8. Forthcoming Events**

There was a PTA event at Summerbridge School on 28<sup>th</sup> March which had successful and raised £400.

NC agreed to email dates of any further events to Governors.

**9. Correspondence and AoB**

NC reported on a potential secondment opportunity at another local school. It was noted that there was already significant staffing changes within the school and this opportunity may present a risk to the continued improvement of the school.

**10. Date of Next Meeting** - Wednesday 10<sup>th</sup> July at 4.00pm at Summerbridge.  
Meeting closed at 8.33pm

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Chair)