

Federation of Darley & Summerbridge Community Primary Schools

Governors' Business Meeting at Summerbridge Primary School on 27th March 2019

Meeting opened at 6.00pm

- 1. Present:**
- N. Coates (NC), Executive Headteacher
 - S. Mallender (SM), Co-Chair & Co-opted 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. Hailwood (AH) Staff Governor
 - C White (CW) Co-opted Governor
 - M Poole (MP) Co-opted Governor
 - M Barrett (MB) Co-opted 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** - S Walker (SW), Co-Vice Chair & Parent Governor; Janet Williams (Clerk); and Sharon Langton (Bursar).

3. Minutes of the previous meeting and review of actions

Minutes of the previous meeting were agreed and signed by the Chair.

The actions identified had been completed as follows:

- Terms of Reference/Instrument of Government – this action was for JW/SW and as neither of them were present the action would roll forward to the next meeting. NC reported that this had been confirmed as a straightforward job by the NYCC Governance team. **Action JW/SW**
- The SDP was an agenda item.
- Ways to increase numbers at Darley would be a future agenda item.
- Classroom reorganisation at Darley to be picked up later in agenda.
- Newsletters from Summerbridge were not being received by Governors other than if they were parents. JW to regularly issue Summerbridge newsletters to all Governors. **Action JW**
- MP had attended an assembly at Summerbridge but had not attended a School Council as yet but will do so in the future. MP would attend Darley on 10th April to do an assembly there and would be joined by CW.
- The Child Protection Policy was on the agenda.
- The grant application to the Wheeler Foundation for an extension at Summerbridge had been turned down, no feedback received.

It was noted that whilst the onedrive system should be accessible to all it would be simpler and GDPR/IT Policy compliant to email papers to Governors' school email addresses. NC would ensure that this was done in future and that a catch-up batch covering historic documents was issued. (**Action** point at 6i)

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

5. **Matters of confidentiality** – an item under 6c

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

6a SDP – NC reported the document had been updated and now included photographs as supporting evidence.

Governor Question: Are specific subject Governor roles allocated and is there a monitoring visit plan?

Answer: Roles are identified in the Governance Action Plan as is the monitoring visit actions. SM to email latest version to Governors. **Action SM**

Governor Question: Was the half yearly review due by 19th March completed?

Answer: Progress was on track.

6b – SSE Update on Progress – NC reported that there had been no significant changes since the last report in February. He was meeting with the Schools' Education Adviser tomorrow and would be doing a book scrutiny. NC was happy with the evidence of progress all children were making. Data used by Inspectors would focus on historic information and as such would not reflect the progress being made. Book scrutiny would however reveal progress being made since the previous Inspections and this should be reflected in the results this summer.

Governor Question: Is the Head confident results will improve this year?

Answer: Yes, the improved quality of teaching will have an impact with results expected to be at least 'as expected' or 'greater depth'.

6c – Teaching and Learning – NC explained the high standards of pupils' work at both schools. At Summerbridge the quality of work in English and Maths was improving but less so in Topic books so these need to be pushed to be as good as English and Maths.

Governor Question: Was the review of books done at both schools?

Answer: Yes, Darley has been on a five year journey whereas Summerbridge has only been a fraction of that time. Summerbridge has bought into the improvements required and the team is now operating with consistency.

Governor Question: Do the Darley staff support the Summerbridge staff?

Answer: This support is no longer needed given the improvements to the staff team at Summerbridge and this is evident in the book scrutiny results.

Governor Question: Would it be worthwhile the Governors looking at English, Maths and Topic books on their next walkaround?

Answer: Yes, this would be welcome.

The school has addressed issues around the lack of multi-faith teaching and evidence could be seen in the children's books.

6d – Pre-school Update – KM introduced her tabled report. She had not been present for the discussion around finances at the last meeting so wished to clarify that there had been no large overtime payments. The term ‘overtime’ had been misused as the bulk of those costs related to the filling of a vacancy on a temporary basis and should have been termed ‘additional hours’. This related to the 3rd staff position at Darley. There was also a small element staff time for first aid training.

There are 29 children in pre-school in Darley and 24 at Summerbridge. 15 would be moving into Darley school and 12 at Summerbridge. It was agreed that this was brilliant progress and the Governors wanted to record their thanks to Kate and the team for all their hard work and success.

It was pleasing to see a presence at the Methodist Church Bright Sparks group as this also built trust with parents. KM reported that 3 new recruits had been found this way by attendance last week.

Governor Question: Do the numbers rise and then fall as children move to schools?

Answer: Yes that is right. Currently, the provision is full unless more staff are employed. Employing more staff would be risky as the numbers will fall when transition occurs. Supply could be used if there were several new children to start. Existing staff were employed on flexible contracts so hours could be reduced if that was necessary. It was felt that staffing rather than building issues were the main ones to address.

Governor Question: What is the funding rate per child?

Answer: £3.98 per child per hour with funding based on a lagged/historic funding model.

Governor Question: Does the EAL issue mentioned in the January 2018 Inspection still exist?

Answer: Inroads have been made on this with the staff having learned some Polish to allow the child to have some interactions in their native language. Plans were in place should this issue happen for another child at some point in the future.

KM had been working with the schools to support transition. This involves children/teacher visits/familiarisation as well as using the same language, teaching tools and expectations.

Governor Question: What about children that do not progress to Darley or Summerbridge?

Answer: Teachers are still invited into pre-school.

Governor Question: How many children do not progress to Darley/Summerbridge?

Answer: Very few and only as a result of older siblings being at other schools. The pre-school offer was very successful in securing pupil recruitment. All pupils are helped to settle in wherever they transition to.

Governor Question: Are there issues around accessing outdoor activities at Darley?

Answer: This is working but could be improved at Darley, it works fine at Summerbridge. There is a longer term issue of being able to accommodate 150 across the Federation children by September 2021.

It was agreed that KM should bring a further report back in September 2019. It would also be useful to track over time how well the children who have been through pre-school compare to those who have had no pre-school or had been to other pre-school settings. **Action KM**

6e Financial and Personnel Management across the Federation - Confidential

NC reported that it would be necessary to have a finance sub group look in detail at the current year finances at the end of the financial year. It was agreed that SM, SW, NC and SL would meet to discuss.

NC discussed options on recruitment around a teaching vacancy. He would finalise his decision in light of the budget discussion previously mentioned.

NC reported that a TA had handed in her resignation which he hoped would be negotiated to end at next half term.

There had been real recruitment difficulties relating to a TA role to support a pupil with an EHCP. The role had been advertised and recruitment almost completed but had fallen through. It was noted the role would be advertised again.

The Nidderdale Cluster Senco had handed in her notice. Aileen Cameron had agreed to pick up this role and would be undertaking the necessary training.

Confidential Item

CW, MR, RM, KM, AH, EF left the room while the Headteacher informed the GB of a potential disciplinary issue. HR advice had been taken and NC would seek further advice.

6f Health, Safety, Safeguarding, Child Protection and Premises across the Federation

LB reported on a Health and Safety Inspection that took place on 13th February 2019. The GB thanked her for a good, thorough report.

The sub group had reviewed the Safeguarding Audit in detail and recommended it to Governors for submission. Governors gave their approval to the document. NC would check to ensure the document was submitted. **Action NC**

6g Vulnerable Pupils – SEND, FSM, PP – A walkround focusing on vulnerable pupils was scheduled for the 29th March and would report back to the next meeting. **Action LB, EF, MB**

6h Review of governor effectiveness, skills

It was agreed to conduct a follow up to the Governor Skills Audit given the new members on the GB. **Action NC**

Those members without one should provide pen portraits for inclusion on the websites, submitting them to the admin email at Summerbridge. An updated photograph was required for the website.

6i Communication across the Federation and Community

MP reported that it was early days but that progress was being made. Thoughts around how the Summerbridge Methodist Church could mesh with the schools based on a model in York could well work. Opportunities for parents to meet the Governors were important and volunteers to attend the PTA on 28th March were requested.

It was noted that the Governance Action Plan should be updated to reflect recent changes and developments. EF to update on onedrive and email to the GB for confirmation at next meeting. **Action EF/Agenda**

7. Policy reviews

The following policies were agreed and signed by SM:

- Child Protection Policy
- Acceptable Use Policy
- Acceptable Use Agreement
- Appraisal Policy
- Employees Privacy Notice
- Governors Privacy Notice
- Governors Visits to School Policy
- Information Security Incident Policy
- Information Security Policy

8. Governor Visits and Training

There was to be a School Improvement Network Meeting on Tuesday 11th June 2019. Two Governors should attend, volunteers to be identified at the next meeting.

It was agreed that the following Governor learning walks/visits would take place:

- CW & MP (Looking at Maths books) 10th April pm
- MB & EF (Looking at English books) 3rd May am
- RR & LB (Looking at Maths books) 10th April am

9. Forthcoming Events

There was a PTA event at Summerbridge School on 28th March. SW and EF to attend and report back to the next meeting. **Action SW, EF**

10. Correspondence and AoB

None.

11. Date of Next Meeting - Wednesday 15th May at 6.00pm at Darley

Meeting closed at 8.40pm

Signed _____ Date _____

(Chair)