

NORTH LINCOLNSHIRE COUNCIL**MINUTES****Subject:** Autumn Term Meeting of the Governing Body**School:** Berkeley Primary School**Date and Time:** Tuesday 8 October 2019 at 5.00pm**Location:** Berkeley Primary School**Present:**

Mr J B Veall (Chair)	
Mrs E Cole (EC)	Miss W Howlett (WH)
Mrs J Cole (JC)	Mrs G F Symonds (GS)
Ms A Cvijetic (Headteacher)	Mrs A Tuplin (AT)
Mrs S Hazelden (SH)	

In Attendance:

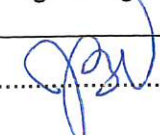
Ms A Altoft (Governor Services Officer)
Miss H Earl (Assistant Headteacher – Observer)
Mrs R Jones (Assistant Headteacher – Observer)
Mr B Spencer (Assistant Headteacher – Observer)

Date and Time of Next Meeting: Thursday 13 February 2020 at 5.00pm

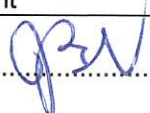
Min. Ref	Actions	Action By
40	the Clerk would write to Mr Kent to ascertain his commitment to the governing body.	Clerk
40	all governors would complete and sign their business interest forms and email them to gov.bodies@northlincs.gov.uk .	All
40	all governors needed to ensure they had signed the governors' code of practice or the signature sheet confirming their agreement to the code of practice.	All
43	an update on PP would be provided at the school improvement committee.	Head
43	an update on sports premium would be provided at the school improvement committee.	Head
46	the Clerk would email sean.kendrew@northlincs.gov.uk to inform him of the approved PAN.	Clerk
46	the Headteacher to inform staff of the updated HR policies.	Head
47	the Headteacher would ensure all staff had read and understood the DfE document: "Keeping Children Safe in Education – Part 1 2019".	Head
47	the Headteacher would email the completed safeguarding audit to LSCsupport@northlincs.gov.uk	Head

Chair's initials

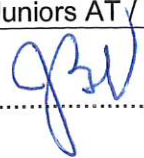
Minute No.		Action By
38	<u>Election of Chair</u> Nominations and self-nominations were sought for the position of Chair. A nomination was received and governors were asked if they wished to accept the nomination. RESOLVED: it was agreed that Mr Veall be elected Chair to the date of the autumn term meeting 2020.	
39	<u>Election of Vice Chair</u> Nominations and self-nominations were sought for the position of Vice Chair. A nomination was received and governors were asked if they wished to accept the nomination RESOLVED: it was agreed that Mrs J Cole be elected Vice Chair to the date of the autumn term meeting 2020.	
40	<u>Welcome, Apologies, Declaration of Interests and Chair's Comments</u> <u>Welcome</u> The Chair welcomed governors to the meeting.	
	<u>Apologies</u> It was reported that apologies had been received from Mr Kent. It was noted that Mr Kent had not been to a full governors meeting in 2019 despite having been elected Vice Chair last year. This was the first time he had given apologies this year. It was requested that the Clerk write to Mr Kent to ascertain his commitment to the governing body. It was noted that apologies had not been received from Mrs Lally. RESOLVED: consent not be given to the absence of Mr Kent and Mrs Lally. ACTION: the Clerk would write to Mr Kent to ascertain his commitment to the governing body. <u>Declaration of Interest / Governors' Code of Conduct</u> Governors were requested to give consideration to any pecuniary or non-pecuniary interests they may have with regard to the agenda items. Governors were also asked to complete and sign the business interests form emailed to each of them and to forward their completed, signed forms to gov.bodies@northlincs.gov.uk. No declarations were made with regard to items on the agenda. ACTION: all governors would complete and sign their business interest forms and email them to gov.bodies@northlincs.gov.uk. Governors were reminded that all governors were required each year to review the governors' code of practice and sign the 2019 signature sheet to be held in the school office confirming their agreement to the code. ACTION: all governors needed to ensure they had signed the signature sheet confirming their agreement to the code of practice. RESOLVED: all newly appointed governors were required to sign the governors' code of practice.	Clerk All All

Chair's initials 

Minute No.		Action By
	The Clerk reminded governors of the requirement to update GIAS with governor's information and the register of interest to be included on the school website.	
	<u>Chair's Comments</u> The Chair reported that no urgent action had been taken and no correspondence had been received since the last meeting.	
41	<u>Membership, Committee Structure and Appointment of Governors with Special Responsibilities</u> <u>Membership</u> Governors noted the following membership changes: • there were two co-opted governor vacancies, one of which was due to the resignation of Mrs Kipling, with effect from 31 August 2019 – Revd Tierney wished to be considered (an application form had been circulated with the agenda) • Mrs E Cole had been appointed co-opted governor, with effect from 8 July 2019 (accepted and DBS cleared) • the current position regarding the parent governor vacancy to replace Mrs E Cole (now co-opted governor) • the current position regarding the staff governor vacancy due to the resignation of Miss Radley Consideration was given to application form received from Revd Tierney. ACTION: Revd Tierney be invited to accept the position of co-opted governor. The Headteacher reported that the staff election was ongoing, the closing date was 16 October 2019; the parent election would be carried out this term. The Clerk reported that there was one remaining co-opted position which could be a staff member to replace Mrs Hayes, if more than one staff member came forward for election then a second candidate could be considered for co-option. The Headteacher would ascertain interest from other candidates for the co-opted governor position.	
	<u>Committee Structure</u> RESOLVED: Miss Howlett and Mrs J Cole were appointed to the safeguarding and premises committee; Mrs J Cole was appointed Chair of the committee. RESOLVED: Mrs Lally was appointed to the appraisal committee (subject to her acceptance). Please see revised structure appended to these minutes (<i>Appendix A</i>)	
	<u>Appointment of Governors with Special Responsibilities</u> Consideration was given to reviewing the appointment of governors with special responsibilities. RESOLVED: EAL to be discussed at the next meeting with the newly appointed governors.	
	RESOLVED: the following governors and curriculum/special areas be linked:	
	behaviour	Mrs Tuplin / Mr Kent

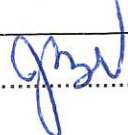
Chair's initials 

Minute No.		Action By
	Chair curriculum diversity English early years mathematics physical education pupil premium safeguarding science send Vice-Chair Mr Veall Mrs E Cole / Mrs J Cole Mrs Tuplin Mrs Tuplin Mrs Symonds Mr Veall Mrs Hazelden / Mr Kent Mr Veall Mr Veall Mrs Lally Mrs Hazelden Mrs J Cole	
42	<u>Previous Minutes</u> RESOLVED: governors approved the following minutes which had been circulated with the agenda: full governing body • 22 May 2019 safeguarding and premises committee • 25 April 2019 school improvement committee • 14 June 2019 • 13 September 2019	
	<u>Matters Arising from the Minutes</u> <u>Q: Has the secret story teller programme been rolled out?</u> <i>A: Yes, at a staff meeting last week, there is a genuine struggle to get people to come in to read with the pupils.</i> JC advised that there were grandparents discussing wanting to do this she had told them to offer their time to the school. <u>Q: Is CPOMS working well?</u> <i>A: Yes, it is an active system.</i> The Chair felt that the curriculum review was a very good session for the governors. School improvement committee 13 September 2019 - WH updated on the evaluation of reading with the school council; this was an error in the minutes and should have read homework and not reading. JC mentioned in the school improvement meeting about asking the children about homework; WH would do this. WH stated the school council meeting had taken place and the survey had gone out to all classes; they would feedback on 6 November 2019. EC asked if governors were still required at the parent consultations evenings. The following was agreed: Monday 14 October 2019 3.30pm to 6.30pm two stalls – JV infant 3.30pm-6.30pm – SH infants / GS Juniors. Wednesday 16 October 2019 3.30pm to 6.30pm two stalls – Juniors AT / EC at	

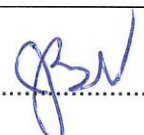
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Minute No.		Action By
	different times – Infants JC. An email would be sent to ML to see what she could support with; a discussion took place on the boards being used to give information to parents. A discussion took place on the new online booking system for parents evening. Governors that were parents felt that it was a great system; the after school club booking system and issues were also discussed; once all the teething issues were sorted it would work well.	
43	<u>Headteacher's Report</u> Consideration was given to the written report which had been circulated with the agenda. Particular reference was made to the following: • numbers on roll • key pastoral factors • attendance • SEND • school events, trip and visitors • other curriculum news • extra-curricular activities • results headlines for 2019 • Ofsted inspection 21st and 22nd May 2019 • staff development and training • premises Questions were invited from governors. Q: Why is the pupil premium number low in reception? <i>A: The criteria has changed, many parents were now on universal credit, sometimes it is because the parents have not filled in the paperwork, it will be promoted at parents evening. Staff were also promoting this on home visits.</i> Q: Are there any from nursery that have not filled in the forms for reception? <i>A: There were two from last year that are being chased. Letters have gone out to all parents. There were 4/5 that have applied and received it. Numbers increased as there were some that receive ever6.</i> JC Q: In the new Ofsted assessment training there was a focus on attendance and late arrivals, what is the cut off time for late arrivals? <i>A: 9.05am is stated in the attendance policy, arrival between 9.05-9.30am is late then after that they are marked as unauthorised.</i> Q: Is attendance marked electronically? <i>A: No we still use paper registers.</i> Q: Do any staff hold back any registers? <i>A: No.</i> Q: Can registration be done through SIMMs? <i>A: EC stated the system is coming but there is a capita/SIMMs disconnect which is causing a delay. Now the LA has a fully functioning system, the project has allocated to an officer to look at connections with third party data.</i>	

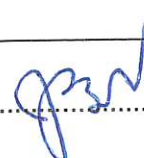
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	EC suggested that 'Wand' was the connecting company to ParentPay, capita and 'O' Track etc. have opened up ports but the third parties need to open up permissions. Q: In year 2 there is a big spike in the number of lates, is that being looked at? <i>A: Yes, we address lates, we are looking at the previous year, and it has actually increased and helped to improve those late arrivals. There is an attendance review each term, where we look at lates and send letters out to parents, offer support and ask them to come in for meetings. One child has been offered a free place at breakfast club, and that has helped.</i> JC queried the SEND report, impact and review of the impact statements they were the same, of the information governors have could there be more of a feel for what the impact is. The Headteacher stated this fitted in with Ofsted, the assessments were now tighter and once in place it would be review and changed to how best the information could be presented to governors. More detail would be provided in the SDP to look at progress and a decision would need to be made as to where it was best to view this SIC or full governors. Q: With Miss Radley leaving and the language support she provided, has there been any negative impact? <i>A: No, Vicky Waters has taken over speech and language half a day to support and is trained to the same level as Miss Radley.</i> Q: Have conversations about the curriculum and the aim to be more cultural been integrated into trips and visits? <i>A: It is difficult to fit in with curriculum when covering areas such as South America; there is a science themed visit to Normanby Hall.</i> Q: There was an Ofsted inspection that was judged RI due to the trips not having an impact, how do we know the planned visits are having an impact? <i>A: All trips and visits have been planned to fit in with specific learning, topic work is carried out at the start for inspiration or at the end to tie up the ends. Outcomes will be evident in writing and engagement.</i> Q: Is music covered in cross curriculum with the topics? <i>A: Yes, staff are very creative, some things are expensive but we do get people in to school to provide activities. It is hard to plan the visits and have the correct ratios and volunteer support, but we do use every opportunity we can. We have a dance workshop booked in. Certain things are paid for out of funds, such as PP funding but if that goes the school may not afford to do some of the activities.</i> Governors discussed contributions being requested and trips cancelled if necessary, this may encourage those that do not pay on principle to pay. Summer fayre contributes were used and funding used where applicable.	
	<u>School Development Plan 2019/2020</u> Consideration was given to the draft document, which had been circulated by the Headteacher. Staff found the SDP easy to write following on from Ofsted; there were five main priorities and a need to put together a monitoring schedule. Timelines had changed with monitoring and staff meetings set for this term. These would be added to each term, there was currently no focus for the learning walks.	

 Chair's initials 

Minute No.		Action By
	It was noted that David Smith was the new Senior SIP for the school and would review the SDP. The Chair felt that having the SDP as a working document on the shared drive was easier to work with as it gave live updates at all times of what work had been done. RESOLVED: the school development plan was approved.	
	<u>Pupil Premium Update</u> WH reported that the PP was evaluated last year and in school the gap had widened; last year 30% of PP children were also SEN so this meant that there were two groups affecting outcomes. A meeting would be scheduled to write the new strategy. ACTION: an update on PP would be provided at the school improvement committee.	Head
	<u>Sports Premium Update</u> ACTION: an update on sports premium would be provided at the school improvement committee.	Head
44	<u>Financial Position and Other Resources Matters</u> <u>School Fund Account</u> An audited annual statement of account for the year ended 21 June 2019 was circulated at the meeting with the chair's permission. The total in the account was £38,420.04, although contributions towards trips had now increased this; there was currently no plan to use these funds.	
	<u>Schools' Financial Value Standard (SFVS)</u> Governors were reminded of their formal responsibility to complete the online questions of the SFVS to ensure the sound financial management of their schools by 31 March 2020. This task may be delegated to the finance or other relevant committee but a detailed report should be provided to the governing board so the chair could be authorised to sign the completed form for submission to the local authority's schools finance section. RESOLVED: the SFVS would be completed by the finance and personnel committee in the spring term for the Chair to sign and submit to the local authority's schools finance section.	
45	<u>Governors' Monitoring</u> <u>Governor Training Record</u> Governors were updated on training that had taken place since the last meeting. Governors were requested to give consideration to any future training needs they wished to receive training on, there were two available for this year as no in-house training took place last year.	
	<u>Learning Walk – provision for more and less able 14 June 2019</u> Governors gave consideration to the learning walk report that had been circulated with the agenda.	

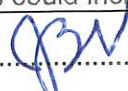
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	<u>Reports from Visiting Governors</u> Governors gave consideration to the following visiting governor reports: • EYFS – January 2019 • English – June 2019 Link governor meetings would be arranged for the autumn term. AT queried how the school ensured that students were matched to needs. The Headteacher stated needs would be on the SDP to track that these were matched in the future. The Headteacher added that the curriculum leads were instrumental and SLT all met together to review what the focus would be.	
	<u>Future Training Dates</u> Governors noted the dates of future training that had been circulated with the agenda.	
	<u>Locality Feedback</u> JC and the Chair had attended the last meeting, the next one would be held on 16 October 2019 at St Hugh's; they felt it was good to attend and the conversations were very useful.	
46	<u>Reports from the Local Authority for Consideration</u> The following reports and policies were circulated for consideration and approval: <u>Admission Arrangements 2020/2021</u> A paper had been circulated to head teachers, Chairs and Vice Chairs which informed governors of North Lincolnshire Council's statutory duty to consult with governing boards on proposed changes to the council's admission arrangements and the proposed published admission numbers for schools where the council is the admissions authority. The council was seeking governors' views on admission arrangements at governing board meetings and consulting governing boards on the proposed published admission number. RESOLVED: the draft admissions policy for 2021/2022 was considered and agreed. RESOLVED the published admission number of 90 for September 2021 was approved. ACTION: the Clerk would email sean.kendrew@northlincs.gov.uk to inform him of the approved PAN.	Clerk
	<u>HR Policies</u> The following policies and procedures were considered: • capability (support staff and teachers) • leave • overpayments • parental leave • review protocol	

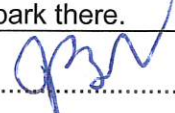
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Minute No.		Action By
	- smoking Capability - merging and moving some paragraphs have caused paragraph numbering changes - following Stonewall recommendation the wording had been made gender neutral Leave whole school / overpayments protocol / parental leave - grammatical errors have been corrected and gender neutral language has been included - parental leave: the paragraph around eligibility has been rewritten to more closely match the wording on the gov.uk website Review Protocol - the only change to the policy is the updated pay scale in appendix 1 to the policy for non-teaching support staff - the new non-teaching pay rates became effective from 1 April 2019 Smoking - following the transfer of public health functions to local authorities in 2013, the references to support services for smoking cessation have been updated to reflect that these services are now delivered by the local authority's 'Healthy Lifestyles' service not the NHS - it has been made clear that smoking rooms are not permitted - this has been rewritten to make clear any smoking would be in the environs of the school/academy, not within the grounds and that waste should be disposed of in a safe and appropriate manner - it has been made clear that there is a risk of fixed penalty notices and ultimately fines for failure to adhere to the smoke free regulations RESOLVED: that the policies be approved. ACTION: the Headteacher to inform staff of the updated HR policies.	Head
47	<u>Policies</u> Governors were asked to consider reviewing the following policies which had been circulated with the agenda: - annual safeguarding audit – to complete by 31 December 2019 - safeguarding and child protection - anti-bullying	
	<u>Annual Safeguarding Audit and Safeguarding and Child Protection Policy</u> Consideration was given to completing the new safeguarding audit 2019/2020 and approving the revised safeguarding and child protection policy that had been updated in response to the requirements of the Keeping Children Safe in Education Guidance 2019. RESOLVED: that the revised Safeguarding and Child Protection policy was approved at the school improvement committee. ACTION: the Headteacher would ensure all staff had read and understood the DfE document: "Keeping Children Safe in Education – Part 1 2019". ACTION: the Headteacher would email the completed safeguarding audit to LSCsupport@northlincs.gov.uk	Head Head

Minute No.		Action By
	<u>Anti-bullying Policy</u> RESOLVED: the reviewed anti-bullying policy was approved at the school improvement committee meeting.	
48	<u>Governor Self Evaluation (item 30 refers)</u> The Chair had completed the compilation of the annual skills audit and the analysis was shown to governors; there was no high needs areas and the governing body had a breadth of relevant skills. Governor self-evaluation using the NGA twenty questions was carried out as follows: 1. Have we completed a skills audit which informs the governor specification we use as the basis of governor appointment and interview? Yes. 2. How well do we understand our roles and responsibilities, including what it means to be strategic? Very well. 3. Do we have a professional clerk who provides legal advice and oversees the governing board's induction and development needs? Yes. 4. Is the size, composition and committee structure of our governing board conducive to effective working? The way the governing body is now set up works well, there is a review of committees and conversations about these that are open for all. Size wise, once the vacancies are filled there will be a good sized governing body with commitment. 5. How do we make use of good practice from across the country? The Chair is on local forums, and the governing body buys into the clerking service, in other authorities there are no LA clerks; collaboration and shared practice was good in this LA. The NGA also gives the national picture of governance. 6. Do we carry out a regular 360° review of the chair's performance and elect the chair each year? Yes. 7. Do we engage in good succession planning so that no governor serves for longer than two terms of office and the chair is replaced at least every six years? Skills audits are completed, there are no time limits for re-appointment of governors as the governing body welcomes experience and commitment. Election of Chair is carried out each autumn term with no timeframe, governors have the opportunity to nominate other governors or put forward self-nominations. 8. Does the chair carry out an annual review of each governor's contribution to the board's performance? No, governors did not feel this was required. 9. Does our vision look forward three to five years, and does it include what the children who have left the school will have achieved? Yes. 10. Have we agreed a strategy with priorities for achieving our vision with key performance indicators against which we can regularly monitor and review the strategy? Through the vision and the SDP, yes. 11. How effectively does our strategic planning cycle drive the governing board's activities and agenda setting? Very well, this works with the planned learning walks and monitoring schedule. 12. How well do we listen to, understand and respond to our pupils, parents and staff? Very well, we use pupil voice, staff voice, school council and a parent's board at parent's evenings. Ofsted held meetings with teaching and non-teaching staff and this was positive. SDP includes CPD for teaching and non-teaching staff. Googlemail provides access to teachers to update areas. There could be an email sent with governor of the month. Staff questionnaires were sent out and a summary of the results provided; this would up where staff were not happy. Learning walks could include	

 Chair's initials 

Minute No.		Action By
	questions to TAs. 13. How do we make regular reports on the work of the governing board to our parents and local community? This was not done; minutes were on the website. Governors felt that an impact statement to show what the governing body had done over the year may be a good was to report to the parents and local community. 14. What benefit does the school draw from collaboration with other schools and other sectors, locally and nationally? Sharing of good practice at locality meetings, and working with the LA and NGA. 15. How well do we understand the school's performance data (including in-year progress tracking data) so we can properly hold school leaders to account? Governors understand this well and hold to account in committee and full governor meetings. 16. Do governors regularly visit the school to get to know it and monitor the implementation of the school strategy? Yes, governors visit the school for monitoring visits and learning walks and the school strategy is monitored through this and challenge at meetings. 17. How well does our policy review schedule work and how do we ensure compliance? Very well. 18. Do we know how effective performance management of all staff is within the school? Yes, governors monitor this at the finance and personnel committee. 19. Are our financial management systems robust so we can ensure best value for money? Yes, we are good at sourcing best value. 20. How much has the school improved over the last three years, and what has the governing board's contribution been to this? Governors were asked to consider this further.	
49	<u>Dates of Future Meetings</u> • full governors: • spring – Thursday 13 February 2020 at 5.00pm • summer – Tuesday 19 May 2020 at 5.00pm • autumn – to agree date • safeguarding and premises committee: • autumn term – Monday 4 November 2019 at 5.00pm • spring term – Tuesday 3 March 2020 at 5.00pm • summer term – Thursday 30 April 2020 at 5.00pm • finance and personnel committee: • autumn term – Monday 4 November 2019 at 6.00pm • spring term – Tuesday 3 March 2020 at 6.00pm • summer term – Thursday 30 April 2020 at 6.00pm • school improvement committee: • spring term – Friday 31st January 2020 at 1.15pm • summer term – Tuesday 5 May 2020 at 1.15pm Governors noted the need to update the school holiday dates in order to reflect the change of bank holiday from Monday 4 May 2020 to Friday 8 May 2020, parents would need to be informed.	
50	<u>Any Other Business (with Prior Approval from the Chair)</u> The Headteacher reported that she had received complaints from neighbours regarding the parking outside the school. Traffic enforcement officers have been on patrol but then on those days parents see them and do not park there.	

Chair's initials 

Minute No.		Action By
	One email from a neighbour made a complaint over access to the drive, it started confirming the police would be contacted; the Headteacher had emailed a response stating the LA had been contacted, but she had little power apart from regularly reminding parents of the required consideration for neighbours and the parking charter they signed. The Headteacher had asked both the police and the traffic enforcers to come out. Two phone calls had also been received with complaints about the parking. Parents were letting children out of the cars in unsafe places, and it was felt the parking issues were at their worst ever. A lot of work was done a few years ago to reduce this and discussion continued on the car park and the shutting of the gates. The Clerk suggested that there was a reporting system where registration numbers could be given to the police and visits would be made to addresses; she offered to find the details and forward to the Headteacher. One idea was to send out a child's handwritten letter and create posters from the children to display. Q: Will you use the Piota app? <i>A: No we will be using the school website app that is linked to the website, so staff are only uploading once now.</i> JC stated that some parents had been grumbling about the amount of things coming out from the school. The Headteacher responded that the staff had tried to stagger the information going out but there were many things that needed to be sent out.	

GOVS/AA

Chair's initials

