NORTH LINCOLNSHIRE COUNCIL
MINUTES

Subject: Summer Term Governing Body Meeting

School: Berkeley Primary School

Date and Time: Wednesday 22 May 2019 at 5.00pm

Location: Berkeley Primary School

Present:

Mr J Veall (Chair)	
Mrs J Cole (JC)	Ms M Lally (ML)
Ms A Cvijetic (Headteacher)	Mrs G Symonds (GS)
Mrs S Hazelden (SH)	Mrs A Tuplin (AT)
Mrs A Kipling (AK)	

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: Tuesday 8 October 2019 at 5.00pm

Minute Ref	Actions From This Meeting	Action By
25	Mrs E Cole be invited to accept the position of co-opted governor.	Clerk
26	the clerk would circulate the minutes of the safeguarding and premises committee meeting held on 25 April 2019 with the autumn term agenda.	Clerk
30	the clerk would ensure the training record was updated to reflect complaints training attended by the Chair.	Clerk
30	the clerk would update the training record to include the Chair's attendance at the locality meeting.	Clerk
30	the clerk would add self-review as an item on the autumn term agenda.	Clerk
31	the Headteacher would email the local authority of the dates of the additional training days/twilight training sessions once these had been agreed businesssupportteam@northlincs.gov.uk.	Head
31	the Headteacher would inform staff members of the updated collective disputes policy.	Head
31	the Headteacher would inform staff members of the updated disciplinary procedure.	Head
31	the Headteacher would inform staff members of the updated driver documents checks policy.	Head
31	the Headteacher would inform staff members of the new redeployment code.	Head
31	the Headteacher would inform staff members of the revised maternity, adoption and shared parental leave policies as soon as possible.	Head
35	the clerk would circulate the minutes of the finance and premises committee meeting held on 25 April 2019 to governors with the autumn term agenda.	Clerk

Chair's initials .....

Minute No.		Action By
24	**Welcome, Apologies, Declaration of Interests and Chair's Comments** The Chair welcomed governors to the meeting. It was reported apologies had been received from Mrs E Cole, Mrs Hayes, Mrs Howlett, and Miss Radley. It was reported apologies had not been received from Mr Kent. Governors agreed to consent to the absences of Mrs E Cole, Mrs Hayes, Mrs Howlett, and Miss Radley. Governors agreed not to consent to the absences of Mr Kent. Governors were requested to give consideration to any pecuniary or non pecuniary interests they may have with regard to the agenda items and to ensure they had signed the pecuniary interest form held in school. No declarations were made with regard to items on the agenda.	
25	**Membership, Committee Structure, Appointment of Governors with Special Responsibilities** Governors noted the following membership changes: • Mrs Hayes had been re-appointed co-opted governor (awaiting acceptance, CRB cleared) • the co-opted governor vacancy - there was no-one currently on the waiting list • the end of term of office of Mrs Cole, parent governor, on 3 November 2019 Mrs Hayes would be leaving the school at the end of the summer term and would therefore be resigning her position as co-opted governor with effect from 31 August 2019. Mrs Kipling reported that now that she had seen the school through Ofsted she would be resigning from the governing body with effect from 31 August 2019. Governors thanked Mrs Kipling for her time, commitment and hard work on the governing body, seeing it through federation and amalgamation and finally the recent Ofsted. Governors discussed the option to appoint Mrs E Cole into the co-opted governor position enabling parent governor elections to be held to appoint a new parent governor. **ACTION:** Mrs E Cole be invited to accept the position of co-opted governor. There were no required changes to the committee structure. There were no required changes to governors with special responsibilities.	Clerk
26	**Previous Minutes and Matters Arising** **RESOLVED:** governors approved the following minutes which had been circulated with the agenda: governing body • 13 February 2019 school improvement committee • 25 January 2019 safeguarding and premises committee	

Chair's initials .....

Minute No.		Action By
	• 5 March 2019 It was noted progress team meeting scheduled for 17 June 2019 will not take place. **ACTION:** the clerk would circulate the minutes of the safeguarding and premises committee meeting held on 25 April 2019 with the autumn term agenda. <u>Matters Arising from the Minutes</u> <u>Actions</u> The school improvement timetable strategies and maths talk online had not yet been completed; the Headteacher would follow these up, there was an option to combine this into a maths strategy. **Q: Do year 6 use old SATs papers for baseline testing?** *A: Yes they have done, AK had met with Mr Spencer to look at that data.* **Q: Have the secret story teller been rolled out to the rest of the school?** *A: Yes, but it needs to be more effective, for year 5 and 6 it is getting people to come in to read.*	Clerk
27	**<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: • pupils • key pastoral factors • attendance • SEND • curriculum • school events, trips and visitors • other curriculum news • extra-curricular activities • premises • staff development and training • staff meetings **Q: It looks like the pupil numbers do not calculate correctly, are they correct?** *A: The system is producing the report, it is highlighted already that the numbers are 10 down, it may be that a child is dual registered, such as for nursery children. In the column: other provider, the nursery may have put that they are the number 1 provider.* The school now had 653 children according to the census report. The Chair commended staff for updating of the SDP daily, it was good to see this as a working document. Governors were updated on the sports premium; there was still £13,000 to spend. **Q: With the numbers of SEN pupils increasing, showing 14 extra on the support list, is this still manageable?** *A: Staff have the capacity to support them, numbers were below average for a school this size.*	

Chair's initials .....

Minute No.		Action By
	Q: Do you have enough resources for the support? *A: Yes.*	
28	**SEND Information Report** Governors were reminded that the SEND information report needed to be updated annually and displayed on the school website.	
29	**Financial Position and Other Resources Matters** School Budget 2019/2020 Consideration was given to approving the school budget of **£2,126,129** for the financial year **2019/2020**. In depth discussion had been held in the finance and premises committee. **RESOLVED:** that the 2019/2020 budget was approved.	
	Budget Outturn Governors noted that the outturn figure for **2018/2019** was reported as **£118,947** which equated **5.03%** of the budget. Discussion was held on the use of the carry forward for the increase in pension payments and the upcoming redundancies; the government was providing a grant for the pension increase for September 2019 to April 2020, it may then go to the next year and give a full year. Governors discussed the 3 year plan and that given the changes taking place with the staffing structure, in three years there could be an £80,000 carry forward.	
	Benchmarking Governors noted the requirement to undertake annual benchmarking.	
30	**Governors' Monitoring** Updated Governor Training Record Governors were updated on training that had taken place since the last meeting. Feedback on these courses was provided.	
	Reports from Visiting Governors Governors were asked to consider the following written visit reports circulated with the agenda: • governor visit overview summer 2019 • governor learning walk 21 March 2019 • SEND governor visit report 26 March 2019 • primary showcase and Big Sing visit report Spring 2019 Overview – Answered. ML reported that the primary showcase was enjoyable and the dancing was good. AK stated the year 2 'big sing' was good. Future training Governors noted the list of training for the summer term. The Chair reported that he had recently attended complaints training.	

Chair's initials .....

Minute No.		Action By
	ACTION: the clerk would ensure the training record was updated to reflect complaints training attended by the Chair.	Clerk
	Locality Feedback The Chair updated governors on the discussions held at the locality meeting on 29 April 2019. **ACTION:** the clerk would update the training record to include the Chair's attendance at the locality meeting.	Clerk
	Governing Body Self Review The clerk explained that the governing body carrying out an annual self-review was good practice and looked at the strengths of the governing body and areas of development to put into a plan for the upcoming year. The Headteacher was reviewing governors monitoring, the reports she compiles for governors, what information was working and what else they needed, self-review could form part of this. JC commented that in relation to information requests, governors do question them if received. AK spoke about middle leader discussions and whether they were received in reports and what governors should do with that information. Governors felt that self-review would be a good exercise and would do this at the autumn term meeting. **ACTION:** the clerk would add self-review as an item on the autumn term agenda.	Clerk
31	**Reports from Local Authority for Consideration** School Holiday Dates 2020/2021 Following consultation with professional associations and trade union representatives the pupils' school holiday dates for 2020/2021 had been agreed, copies of which had been previously circulated. Governors were reminded that schools would need to set all five non-teaching training days **outside** the dates shown on the pupils' school year. Governors would also need to inform the LA of these five staff training days when the school would be open for staff training during the pupils' holiday period (or equivalent twilight training sessions) as well as any changes to the holiday dates listed. Governors noted the requirement for the school to be open to pupils for 190 days in each year. The pupils' school holiday dates for 2020/2021 be received and noted. **ACTION:** the Headteacher would email the local authority of the dates of the additional training days/twilight training sessions once these had been agreed businesssupportteam@northlincs.gov.uk.	Head
	Collective Disputes The collective disputes procedure was last presented to governing bodies in summer 2016. The document is periodically reviewed to ensure it remains fit for purpose and in line with the latest legislation and statutory guidance.	

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Minute No.		Action By
	The collective disputes procedure sets out the steps to be taken to promptly and effectively resolve collective disputes in a school or academy. Some minor amendments to the procedure have been made to update some terminology/language throughout. Reference to the "personnel committee" at paragraph 10 has been replaced with panel of governors. This is to reflect the change in committee structures within schools and academies. The name and scope of committees varies and the change now makes it generic. **RESOLVED:** that governors adopted the updated policy. **ACTION:** the Headteacher would inform staff members of the updated collective disputes policy.	Head
	<u>Disciplinary Procedures</u> The disciplinary procedure is a robust and detailed document that provides a framework to ensure the maintenance of acceptable standards of conduct and behaviour by employees within the school/academy. Reference to the 'Teaching Agency' at paragraph 78 has been replaced with a generic statement relating to referrals to 'any relevant statutory body'. This is to ensure that future changes are minimised when government departments/ statutory bodies are renamed. Following a recent collaboration with Stonewall on their 'Workplace Equality Index', all language throughout the procedure has been made neutral in terms of gender. (Stonewall work with employers to ensure they offer inclusive, equal and inspiring environments for LGBT people.) Further updates have been made to job titles and section names relating to the council. **RESOLVED:** that governors adopted the updated policy. **ACTION:** the Headteacher would inform staff members of the updated disciplinary procedure.	Head
	<u>Driver Document Checks</u> Where employees drive their own vehicle for work they must have a valid driving licence, insurance which includes business cover and where a car is older than three years, a valid MOT certificate. Driver document checks are still required. However, the introduction of the General Data Protection Regulation (GDPR) in 2018 has led to a review of our practices with regards these checks. The policy along, with the form for recording the checks has been revised. The policy and the form now only require the manager who is checking the documents to sign and date to confirm they have seen the original documents rather than adding the driving licence, MOT certificate and insurance certificate numbers to the form. **RESOLVED:** that governors adopted the updated policy.	

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Minute No.		Action By
	ACTION: the Headteacher would inform staff members of the updated driver documents checks policy.	Head
	Redeployment Code The redeployment code describes the process to be followed as a means of retaining employees who can no longer remain in their existing post for a range of reasonable circumstances. The code has been updated to reflect the expectation that apprentices should normally be appointed to a post on a permanent basis. This is to ensure that they are treated the same as other employees. The code has also been updated to reflect safer recruitment expectations. This was happening in practice but the code has now been revised to confirm that additional administration may be required by the receiving school to ensure they have all the information they need to comply with Keeping Children Safe in Education and OFSTED expectations. Reference within the code to specific financial values and protection calculations have been removed. This is to ensure they no longer need to be updated every year unless there are any other changes required. The wording has been revised to ensure guidance is still provided but this is not presented with monetary values. Appendix 1 to the code that outlined the scheme of protections has been withdrawn. The only elements within the scheme that are still applicable to employees are working hours and annual leave entitlement. These provisions have been moved into the main content of the policy as additional information at paragraphs 45 and Note 4. **RESOLVED:** that governors adopted the updated code. **ACTION:** the Headteacher would inform staff members of the new redeployment code.	Head
	Statutory Increases to Pay – April 2019 A paper has been circulated to schools and academies informing governors of the proposed revisions to the Adoption, Maternity, Shared Parental Leave and Pay policies due to nationally determined changes to pay scales and statutory rates. The governing body was asked to consider adopting the revised model policies. Should the governing body decide not to adopt the model policies then they would need to produce alternative or modified policies in consultation with the recognised teacher associations and trade unions. Community schools would be required to provide alternative or modified policies to the council which the council, as employer, was satisfied met the necessary standard. Any governing bodies who adopted alternative human resources policies were requested to submit a copy of their agreed policies to schoolsHRpolicy@northlincs.gov.uk. It was noted that the pay scale would be further revised and circulated to schools as soon as the pay award for non-teaching support staff had been agreed nationally. **RESOLVED:** the revised pay policy was approved. **RESOLVED:** the revised maternity policy was approved.	

Chair's initials .....

Minute No.		Action By
	RESOLVED: the revised adoption policy was approved.	
	RESOLVED: the revised shared parental leave policy was approved. **ACTION:** the Headteacher would inform staff members of the revised maternity, adoption and shared parental leave policies as soon as possible.	Head
32	**Policies** Governors were asked to consider approving the medical needs policy; the e-safety policy had not been reviewed. **RESOLVED:** the medical needs policy be approved.	
	Safeguarding Governors had received the safeguarding audit response analysis circulated with the agenda for their information.	
33	**Dates of Future Meetings** • full governors – autumn term to be agreed • finance and personnel committee - autumn term to be agreed • safeguarding and premises committee - autumn term to be agreed • school improvement committee – Friday 14 June 2019 • locality network meeting – to be confirmed in autumn term	
34	**Any Other Business** There was no other business to discuss.	

GOVS/AA

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