PART A

in accordance with Regulations 15(2) and 26(8) of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 the governing body must ensure the following paperwork is available for inspection:-

- agenda and signed minutes of governing body termly and committee meetings (enclosed)
- reports considered at governors' meetings

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It must be noted that as Regulations 15(3) and 26(9) permits confidential items to be excluded from the inspection copy, the enclosed paperwork refers <u>only</u> to Part A matters.

NORTH LINCOLNSHIRE COUNCIL

MINUTES

Subject: Autumn Term Meeting of the Governing Body

School: Berkeley Primary School

Date and Time: Tuesday, 9 October 2018 at 5.00pm

Location: Berkeley Primary School

Present:

Mr J Veall (chair)	
Mrs E Cole	Mr M J Kent
Mrs J Cole	Mrs A Kipling
Ms A Cvijetic (Headteacher)	Ms M R Lally
Mrs S Hayes	Miss M R Radley
Mrs S Hazelden	Mrs G F Symonds
Miss W Howlett	Mrs A Tuplin

In Attendance:

Mrs A Altoft (Clerk)
Miss H Earl (Assistant Headteacher – Observer)
Mrs R Jones (Assistant Headteacher – Observer)
Mr B Spencer (Assistant Headteacher – Observer)

Date and Time of Next Meeting: Wednesday, 13 February 2019 at 5.00pm

Min. Ref	Actions	Action By
115	Confirmation of the leads for each subject would be sent to the clerk by the Headteacher.	**Head**
116	Mrs Lally would complete an application form to be put forward as LA governor; the clerk would send an application form to Mrs Lally.	**ML/Clerk**
120	The clerk would change all future agendas to the normal standard.	**clerk**
121	Miss Howlett to check that the fractions information was on the website.	**WH**
122	Miss Earl to send the clerk the details of how to access the 'my drive' in order to load meeting paperwork onto it.	**HE**
123	the SFVS would be completed by the committee and circulated for approval at the spring term meeting for the chair to sign and submit to the local authority's schools finance section.	**Head**
124	The in house training details would be sent to the clerk.	**Head**
124	Mrs Lally would forward the report of the science visit at the end of July, for the next meeting.	**ML**
125	The clerk would email sean.kendrew@northlincs.gov.uk with details of the requested changes and the reasons for the changes.	**Clerk**
125	The Headteacher would inform staff members of the new pay policy as soon as possible.	**Head**

Chair's signature ..JVeall..........................

125	The Headteacher would inform staff members of the revised redeployment code at the earliest opportunity.	**Head**
127	The safeguarding audit was delegated to the safeguarding committee to approve and return to the local authority.	**Head**
127	the Headteacher would email the completed safeguarding audit to LSCsupport@northlincs.gov.uk	**Head**
127	The Headteacher would ensure all staff had read and understood the new DfE document: "Keeping Children Safe in Education – Part 1".	**Head**

Chair's signature ....

Minute No.		Action By
112	**Election of Chair** Nominations were sought for the position of Chair. A nomination was received and governors were asked if they wished to accept the nomination. **Resolved:** that Mr Veall be elected chair to the date of the autumn term meeting 2019.	
113	**Election of Vice Chair** Nominations were sought for the position of Vice-Chair. Mr Kent had put forward a self-nomination and the Chair nominated Mrs Kipling to be Co-Vice Chair for the future year. **Resolved:** that Mr Kent and Mrs Kipling be elected Co-Vice Chairs to the date of the autumn 2019.	
114	**Welcome, Apologies, Declaration of Interest and Chair's Comments** Welcome The Chair welcomed governors to the meeting. Apologies It was reported that Mr Kent would be arriving late to the meeting. All governors were present. Declaration of Interest / Governor's Code of Conduct 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 circulated at the meeting. There were no declarations made with regard to items on the agenda. All governors took the opportunity to sign the pecuniary interest form. Governors were reminded that all governors were required each year to review the governors' code of practice and sign the 2018 signature sheet to be held in the school office confirming their agreement to the code. All governors took the opportunity to sign the governors' code of practice signature sheet circulated at the meeting confirming their agreement to the code of practice. The clerk reminded governors for the need to update the register of interest form and upload to the school website as well as complete GIAS with up to date governor information.	
115	**Membership, Committee Structure and Appointment of Governors with Special Responsibilities** Membership Governors noted the following membership vacancies: • There were 3 co-opted governor vacancies • There was currently a LA governor vacancy Governors noted that reconstitution was another item on the agenda and discussions on the current vacancies would take place in that item.	

Chair's signature ....

Minute No.			Action By
	Committee Structure **Resolved:** the following committee structure and membership were agreed:		
	Appraisal Committee		
	Quorum:	2	
	Membership:	Mrs Kipling Mrs Tuplin Mr Veall Headteacher/SIP to advise in absence of a quorum the chair can join committee	
	Chair:	to be appointed at the meeting	
	Clerk:	to be appointed at the meeting	
	Terms of reference:	• Headteacher review - the appraisal governors to meet with the external person providing support and, after listening to their advice, make decision on setting objections, reviewing performance and making any associated decisions related to pay for the Headteacher • staff review - to review and make decision on recommendations from the Headteacher, whether staff have met their objectives and any recommended actions on pay increase	
	Appointments Committee	(with delegated powers)	
	Quorum:	3	
	Membership:	Headteacher plus two governors	
	Chair:	to be appointed at the meeting	
	Clerk:	administration team	
	Terms of reference:	Staff appointments to be dealt with as follows: • that it is a statutory requirement, when appointing a Headteacher or Deputy Headteacher, for the full governing body to meet, with a quorum of 50%, for the purpose of electing the selection committee and ratification of the post • appointments committee to deal with the appointment of all teachers • all non-teaching staff and any temporary or part-time teaching staff be appointed by the Headteacher and one other governor • that one governor must have undertaken the safer recruitment training on this committee	

Chair's signature ....

Minute No.			Action By
	Complaints Committee:	(with delegated powers)	
	Quorum:	3	
	Membership:	Chair to liaise with regard to appointing three governors to hear the complaint subject to availability and nature of the complaint	
	Chair:	to appoint a Chair at the meeting	
	Clerk:	Governor Services	
	Terms of Reference:	• to hear any complaints with the exception of curriculum issues in line with the school's complaints procedure	
	Finance and Personnel	(with delegated powers)	
	Quorum:	3	
	Membership:	Mrs E Cole Mrs J Cole Mrs Cvijetic Mrs Hazelden Miss Howlett Mr Kent Mrs Kipling Mrs Symonds Mr Veall plus Wendy Shaw (Senior Business Manager) in attendance as an observer	
	Chair:	Mrs Kipling	
	Clerk:	Governor Services	
	Terms of reference (Personnel):	• the Chair to nominate eligible governors to ensure a quorum • that the committee review and approve policies relating to personnel (able to do this via response to email) • to agree to staffing structure and filling vacancies (able to do this via response to email), except leadership structure (full governors) • redeployment / redundancy • disciplinary issues • grievances • collective disputes • to act as an initial hearing • use of fixed term contracts	
	Terms of reference (Finance):	• the Chair to nominate eligible governors to ensure a quorum • that the committee review and approve policies relating to finance (able to do this via response to email)	

Chair's signature ....

Minute No.			Action By

		• the Headteacher be empowered to amend the budget during the course of the year (virements) to a limit of £10,000 for a single transaction; the finance committee above £10,000
		• the Headteacher be empowered to incur expenditure within the approved budget to a limit of £10,000 for a single transaction; the finance committee above £10,000 (able to do this via response to email)
		• the finance committee be empowered to monitor income and expenditure during the year against the budget and decide upon corrective action where necessary to avoid overspending and to allocate any underspend to other projects within the school
		• the finance committee be empowered to establish and maintain an up to date three year financial plan and approve the budget on behalf of the board of governors
		• the finance committee be empowered to buy into service level agreements
		• the finance committee be empowered to review and respond to reports by internal audit and to monitor and ensure implementation of agreed actions
		• the Headteacher be empowered to dispose of surplus equipment to a limit of £2,500
		• the finance committee be empowered to dispose of surplus equipment above £2,500
		• the finance committee be empowered to monitor and annually review and approve any changes to the:
		  ◦ charging and concessions policy in relation to setting charges for community use of the school's premises to take into account inflation and other associated costs such as staffing for hiring the school premises
		  ◦ lettings policy outlining conditions for hiring the school premises
		  ◦ governors' allowances scheme and whistleblower's policy
		• the finance committee carry out a benchmarking exercise at least once a year in order to compare the school's financial management performance against other similar schools
		• to receive annually the audited school fund account
		• to ensure compliance with financial regulations
		• to meet at least once each term to discuss the school's finances and report back to the board of governors
		• the finance committee be empowered to approve, monitor and review the operation of the procedures required by SFVS and to decide upon corrective action that may be deemed necessary
		• to review the charge for community use of the school	

Chair's signature ....

Minute No.			Action By
	Personnel/Staff Dismissal Appeals Committee:	(with delegated powers)	
	Quorum:	3	
	Membership:	nominated governors who have had no involvement in the initial hearing noting that there must be at least the same number as have heard the initial hearing	
	Chair:	to be appointed at the meeting	
	Clerk:	to be appointed	
	Terms of Reference:	to deal with any appeal on a range of issues to include:- • pay / grading • redeployment / redundancy • disciplinary issues • grievances • collective disputes • use of fixed term contracts • Headteacher's' appraisal objectives	
	NB: In the event the hearing has resulted from a complaint any governor party to the original complaint must not take part in the proceedings. **NB:** The Headteacher's appraisers would be ineligible to serve on this committee if the business to be considered was an appeal by the Headteacher against her objectives.		
	Pupil Discipline Committee:	(with delegated powers)	
	Quorum:	3	
	Membership:	Chair to liaise with regard to appointing 3 governors to hear the issue subject to availability and nature of the complaint	
	Chair:	to be appointed at the meeting	
	Clerk:	Governor Services	
	Terms of Reference:	to hear all pupil exclusions in accordance with legislation	
	Safeguarding and Premises Committee:	(with delegated powers)	
	Quorum:	3	
	Membership:	Mrs Cvijetic Mrs Hayes Mr Kent Mrs Lally Miss Radley Mrs Tuplin Mr Veall plus Wendy Shaw (Senior Business Manager) and Richard Wilkinson (Caretaker) in attendance as observers	

Chair's signature ....

Minute No.			Action By
	Chair:	Mr Kent	
	Clerk:	Governor Services	
	Terms of Reference:	• to consider all issues relating to the fabric of the buildings and grounds including regular site inspections and security • to ensure compliance with health and safety regulations • to make recommendations to the Headteacher or full governing board as appropriate • that the committee review and approve policies relating to premises and safeguarding (able to do this via response to email) • to monitor and carry out an audit of the school's policies and procedures regarding safeguarding • to annually review the safeguarding compliance audit form • to give consideration to specific building issues • responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse against the Headteacher being made	
	School Improvement Committee:	(with delegated powers)	
	Quorum:	3	
	Membership:	ALL Governors plus School Improvement Team (Senior Leaders) in attendance as observers	
	Chair:	to be appointed at the meeting	
	Clerk:	to be appointed at the meeting	
	Terms of Reference:	• to monitor, evaluate and approve the school improvement plans • to set targets and review pupil progress deciding on areas for improvement • to monitor the curriculum and make recommendations to the board of governors • to ensure the religious education and collective worship are provided in accordance with the requirements • to review and approve policies relating to the curriculum (able to do this via response to email) • to give consideration to the review of the school improvement plan before presentation to the governing board	

Chair's signature ....

Minute No.		Action By
	Appointment of Governors with Special Responsibilities Consideration was given to reviewing the appointment of governors with special responsibilities. Appraiser — Mrs Kipling, Mrs Tuplin, Mr Veall Assessment/Recording — Mrs J Cole Behaviour — Mr Kent Chair — Mr Veall Computing — Mrs E Cole Diversity — Mrs Tuplin EAL — Mrs Kipling Early years/foundation stage — Mrs Symonds English — Mrs Tuplin Maths — Mr Veall PE — Mr Kent PP — Mr Veall Safeguarding / looked after children — Mr Veall Science — Mrs Lally SEND — Mrs Hazelden Vice Chair — Mr Kent/Mrs Kipling Governors needed to include discussion around the more able pupils during maths and English visits. Governors were reminded that they would need to contact subject leads to arrange visits. **Action:** confirmation of the leads for each subject would be sent by the Headteacher.	Head
116	**Reconstitution of the Governing Body** The governing body considered reconstituting for the following reasons: • There were now 3 co-opted governor vacancies. • The governing body had been formed initially to ensure all governors on the federated governing body would have a place on the new governing body, with a view to reconstitute following natural occurrence of vacancies. It was noted that governors had previously completed a skills audit and the analysis based on governors' responses was discussed. **Resolved:** the governing body would be reconstituted on 1 January 2018. **Resolved:** the size and composition of the new governing body would be 14 consisting of the following:- • 1 x Headteacher • 1 x staff governor • 2 x parent governor • 1 x LA governor • 9 x co-opted governor vacancies The clerk reported that another option would be to appoint one of the co-opted governors as LA governor reducing the total size of the governing body to with 8 co-opted positions.	

Chair's signature ......JB Veall......

Minute No.		Action By
	Action: Mrs Lally would complete an application form to be put forward as LA governor; the clerk would send an application form to Mrs Lally. **Resolved:** the following governors would move to equivalent positions on the new governing body: • The Headteacher • Miss M Radley • Mrs E Cole • Mrs A Tuplin	ML/ Clerk
	Resolved: the date for the newly constituted governing body to meet to appoint co-opted governors, elect a Chair and Vice Chair and agree the committee structure would be 1 February 2019.	Clerk

Chair's signature ....

Part A Continued…

Minute No.		Action By
121	**<u>Previous Minutes</u>** **Resolved:** governors approved the following minutes which had been circulated with the agenda: Governing body • 24 May 2018 Safeguarding and premises committee • 26 April 2018 School improvement committee • 8 May 2018	
	<u>Matters Arising from the Minutes</u> All actions had been completed. Mrs Cole advised she had been contacted by a parent about attendance, regarding certificates given out at the end of term. The parent did not feel it was appropriate to give out the certificates in class and had questioned why they were not presented in the celebration assembly. The Headteacher clarified that she had responded to the parent informing her that there had been miscommunication in school, a message had been passed from one staff member to another. The Headteacher would discuss this in the next assembly and give certificates to those pupils mentioned in assembly on Thursday or Friday. **Q: Have new Laptops been issued?** *A: Chrome books were being used in the infant building; the school was working with ACS to create pupil logons. Staff had been told that the children have not used ICT for a long time, so they were teaching the basics.* **Q What about security?** *A: The laptops were kept in charge cabinets that were locked.* It was noted that the new equipment in the junior site was the best the school had ever had; there had been no issues since the start of term and the Wi-Fi was working very well. It was reported that the key stage 1 Wi-Fi was also working well. With regard to Health and Safety, during a meeting with Kelly Stables a query was raised about the process in place for inspection walks. It was noted that Mr Kent and Mrs Tuplin had carried out an inspection walk with the Headteacher. The outcome would be reported to the next safeguarding and premises committee. **Q: Has the times table log on information been shared with parents; had the pupil premium report been put on the website?** *A Pupil premium report has been completed and is will be uploaded shortly onto the website. Times tables log ins have been given to junior children.* Governors were advised that key stage 1 would have passwords sent out for access to the Timetables Rockstars.	WH

Chair's signature ……[signature]……

Minute No.		Action By
	Action: Miss Howlett to check that the fractions information was on the website. **Q: Did you believe there was consistency in accuracy of assessments?** *A: At the time it was believed there was until the SATs results came out.* It was reported that after the attendance at the Education Standards Board (ESB) it became apparent that all the schools that had attended the panel had the same issues; mock tests had given inaccurate predictions. **Q: Is there a way to correlate what all these schools did?** *A: Possibly. We have set up a network with some of the schools, including some schools that did well, to look at assessment and tracking. There would be a meeting at Lincoln Gardens, as they have a data manager who can interrogate the data.* Nationally there was a struggle with progress measures as these change yearly and although schools predict against them they do then change. The Headteacher advised that the process was still new, and in only its third year of the assessment system, meaning there was only two past test papers to test against. It was also noted that some areas of the curriculum were not covered in the test papers. **Q: Were there areas that you noted where there were gaps in knowledge?** *A: The Headteacher had pulled out some areas and these were in the SDP. Inference/retrieval. Prediction was taught but there wasn't a single question on it.* The Headteacher stated that the school was in the third year or working with progress measures; there was a system to plan where children were now and where they need to be, further work needed to be carried out to look at progress through the school. The current year 6 cohort were assessed under the old national curriculum levels in key stage 1. However, the current year 5 were assessed on the new national curriculum in year 2, the government have not indicated what expected progress should be for these pupils; they may expect progress to be the same, at, below or above ARE or they may expect value added. This made it hard to target set for this cohort. The Headteacher advised that the SDP gave an aim for assessment to be accurate with 94% of pupils. Staff were visiting other schools in the LA to see what they were doing. The Headteacher was looking at other ways to gain support. **Q: Looking at the data, one line of the year 6 analysis (first line in reading) does not add up to 100% for the cohort?** *A: The Headteacher said she would investigate but expected it will be a typing error.*	 WH

Chair's signature ....

Minute No.		Action By
122	**Headteacher's Report** 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, trips and visitors • Curriculum • Extra-curricular activities • Results headlines for 2018 • Staff development and training • premises Questions were invited of governors. **Q: What is toe by toe?** *A: An intervention programme for dyslexia.* **Q: Item 2.3 extra activities, were there any grumblings about children not getting into after school clubs?** *A: Yes, a few parents rang up. There are 90 children in each year group, so there was not enough room for all pupils to do everything. The school was looking at ways to process access to the clubs electronically. Parent Pay was considered but there would have to be a small charge to use this system, even if £1, which would go towards resources for the club.* Governors discussed charging for clubs, considering whether if a charge was incurred whether funding generated would be used directly for the clubs. **Q: Would charging for clubs affect the vulnerable pupils?** *A: The school could use PP funds to support attendance of vulnerable clubs, as it does for visits.* It was acknowledged that the SDP had been emailed to all governors and had been added to google drive for governors to access and consider any questions they may wish to raise. The staff had spent a lot of time working on it and teachers could access it on the drive and amend when appropriate and, governors would be able to monitor progress. The SDP would no longer be circulated as governors would be expected to view it regularly to see what progress was being made. As it was updated governors would see RAG rating colour being added. Governors were asked to approve the SDP and the format that it was now provided in. Governors were informed that the School improvement committee had talked through the five priorities, quantified targets had been amended and supported by Adrian Gray. Mrs Cole commented that she liked the format. The Headteacher stated that when came to reviewing the progress, governors would easily see if the targets had been met by RAG rating.	

Chair's signature ....

Minute No.		Action By
	Q: Is the target achievable? *A: It's a national target.* <u>Progress</u> The ESB had noted that 99% of this cohort achieved a level 2 or above at key stage 1, 95% achieved a level 2B or above, 66% achieved a level 2A or above and 33% achieved a level 3. The progress measures of where they needed to get to was extremely challenging. The more able pupils needed a progress measure of 110 which would be greater depth; this equated to a third of the pupils achieving greater depth. Progress measures were harder this year but the school would do what it could. The school had set the target and Mr Spencer and the Headteacher had looked at where the children needed to be; they had input the expected outcomes on a spreadsheet and the expected progress still came out at -6.45. They had manipulated the data to show what score the pupils needed to achieve to show better progress. Some pupils who were coming out at a score of 94 needed to get 108 to make the required progress. The Headteacher offered to show governors how it was worked out and the process undertaken to create targets. The ESB had asked why progress would still be a negative but they understood why following the explanation provided. Progress could well be worse than last year but if the attainment was higher that would be positive. With regard to performance management, the progress targets formed part of the performance management of the Headteacher; following the ESB the Headteacher held an SLT meeting and had gone back to the appraisers. Governors were advised that the key stage 1 data was generated before the current Headteacher was in post and she should not be held accountable for those nor should the teachers. Governors were informed that 'to be at national average' would stay in as a target on the SDP. The Headteacher was concerned about the progress measures and governors would be updated regularly. Governors were informed that Maths was currently at -12.45 for progress; the whole of year 6 have a maths priority, quality first teaching and boosting. *Mr Kent arrived at the meeting.* The Headteacher stressed that governors had to challenge the school on the progress to see how much closer they were getting to the target. **Q: Are we increasing the expectations on teachers?** *A: Yes, for the more able pupils.* The Headteacher advised that the 'actions sheet' would be updated regularly and monitored by staff and governors. **Q: What colour is the rag rating?** *A: Adrian Gray said this should be green if on track to be completed on time, amber was where teachers are noting it might not be on target and would add information in the evaluation section to give reasons why. Red would be shown if it would not be completed with an explanation. Blue was for actions that have been completed.*	

Chair's signature ....

Minute No.		Action By
	Q: How does it differentiate those actions that the school are not doing anymore? *A: It will say in the evaluation section: although it's more likely activities or items would be added, rather than taken off.* A monitoring schedule had been added, including all actions and items such as learning walks and SLT meetings. Governors were shown the staff meetings schedule for this term and it was evident that the focuses had been taken from actions in the SDP. The school had already started to complete areas that needed happen in spring and summer, leaving space for further actions to be added. Governors were informed that training for TAs had been organised to take place approximately every four weeks; this was not compulsory but the school did pay overtime for it. Governors expressed that they liked the format of the SDP and felt it would support monitoring, not only at governors meetings but on a regular basis. Miss Earl reported on the 'my drive' and how the SDP could be accessed. The clerk asked if she could be set up on the drive in order to load governor's paperwork onto it to reduce the need to use Move It. **Resolved:** governors approved the SDP 2018/19. **Action:** Miss Earl to send the clerk the details of how to access the 'my drive' in order to load meeting paperwork onto it. It was noted that the Pupil Premium report and the Sports Premium report were available on the website.	HE
123	**Financial Position and Other Resources Matters** School Fund Account Governors were informed there was £39,008.60 available to spend in the school fund account; it was suggested that the SDP resources be purchased using these funds. Governors considered the option of using the funds to replace cupboards in the key stage 1 classrooms. Quotes for the work required were high and the resources would be utilised more at this point in time **Resolved**: that £15,000 be allocated to the main school budget to spend on reading resources. **Q: Could some of the funds be used to support maths?** *A: We could use £10,000 for maths for practical equipment.* **Q: Would this include resources to stretch the more able, or provide extra sessions or workshops with them**? *A: Yes, year two did something like that there.* **Action:** the school fund account audit be taken to finance committee.	Head
	Budget Outturn/Carry Forward Figure for 2017/2018 **Resolved:** the 2017/2018 carry forward figure of **£223,356** equating to 9.6% of the budget was agreed. Funds had been carried forward for the re-wiring required, decorating and Wi-Fi.	

Chair's signature ....

Minute No.		Action By
	Schools' Financial Value Standard (SFVS) 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 2019. 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. **Action:** the SFVS would be completed by the committee and circulated for approval at the spring term meeting for the chair to sign and submit to the local authority's schools finance section.	Finance committee
124	**Governors' Monitoring** Governor Training Record Governors were updated on training that had taken place since the last meeting. Leadership training needed to be added; the in house training details would be sent to the clerk.	Head
	Reports from Visiting Governors Governors considered the following reports that had been circulated with the agenda: • MFL – 12.12.17 / 18.04.18 • Writing in foundation subjects learning walk – 18.05.18 • Computing – 17.07.18 JC raised the issue of the pupils visiting Baths Hall and whether children should wear hi-vis waistcoats, etc. The Headteacher informed governors that she felt staff were vigilant and they were not necessary. With regard to Safeguarding, it was noted that the school did not want to give the pupils a false sense of security, so staff needed to be hyper vigilant all the time. **Q: Why do pupils not have to wear uniform on trips?** *A: Those trips where the pupils don't have to wear uniform are because they need different equipment for activities: joggers, wellies etc., clothing suitable for the activity.* JC referred to GDPR and questioned the retention of children's work on computers. The Headteacher had enquired and there had previously been no system in place to delete work, there was now a system in place to delete work at the end of the school year when the school had sent the books home. The school kept some work for samples and portfolios. **Action:** Mrs Lally would forward the report of the science visit at the end of July, for the next meeting. JC queried the training and how impact would be reviewed of those areas where changes will be made. The Headteacher stated this could be included in the next monitoring visit report.	ML
125	**Reports from the Local Authority for Consideration** Admission Arrangements 2020/2021 A paper had been circulated to Headteachers, Chairs and Vice Chairs which informed governors of North Lincolnshire Council's statutory duty to consult with	

Chair's signature ....

Minute No.		Action By
	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. Governors were reminded that, following full public consultation, the council made changes to their admission arrangements for 2019/2020 to improve clarity and compliance with the School Admissions Code. No changes were suggested for the 2020/2021 admission arrangements. Governors were referred to Appendix 1 which detailed the admission arrangements and the proposed published admission number for 2020/2021 for each school. These published admission numbers were based on the net capacity of their respective schools. Should governors wish to suggest an alternative admission number, the council would consider the rationale behind such a request before determining the admission number. Should the school want to reduce its admission number the council would need to undertake a full public consultation with all interested parties in accordance with the Admissions Code. **Resolved:** the draft admissions policy for 2020/2021 was considered and agreed. **Resolved:** the published admission number of 90 for September 2020/21 was approved. **Action:** the clerk would email sean.kendrew@northlincs.gov.uk with details of the requested changes and the reasons for the changes.	Clerk
	Whole School Pay Policy A revised model pay policy was circulated with the autumn term agenda which provided a framework for making decisions on the pay of all employees in the school. The policy adhered to the governing body's responsibilities with regard to relevant statutory legislation and was intended to support the school's development in seeking to ensure that all employees were valued and received proper recognition for their work. It was drawn to governors' attention that in respect of employees employed under teachers' terms and conditions, this policy should be read in conjunction with the school's agreed teacher appraisal policy. Attention was also drawn to Appendix 1 showing current pay scales for all school staff. The governing body was asked to consider adopting this model policy. Should the governing body decide not to adopt the model pay policy then they would need to produce an alternative policy in consultation with the recognised teacher	
	associations' and trade unions. Community schools would also be required to provide an alternative policy to the council which the council, as employer, was satisfied met the necessary standard. Any governing bodies who adopted an alternative pay policy were requested to submit a copy of their agreed pay policy to schoolsHRpolicy@northlincs.gov.uk.	

Chair's signature ....

Minute No.		Action By
	Resolved: the revised model pay policy was approved. **Action:** the Headteacher would inform staff members of the new pay policy as soon as possible.	Head
	<u>Redeployment Code of Practice</u> A paper enclosing a new redeployment code of practice which included the latest non-teaching rates of pay was circulated to Headteachers, chairs and vice chairs. Governors noted that this policy could only be used where redeployment situations could be managed across maintained schools and the council as joint employer. The redeployment code of practice was **approved.** **Action:** the Headteacher would inform staff members of the revised redeployment code at the earliest opportunity.	Head
126	**<u>Policies</u>** <u>Annual Safeguarding Audit and Safeguarding & Child Protection Policy</u> Consideration was given to completing the new safeguarding audit 2018/2019 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 2018. The clerk informed governors that all staff were required to have read and understood the document entitled: "Keeping Children Safe in Education Part I" which could be accessed on www.gov.uk. **Action:** the safeguarding audit was delegated to the safeguarding committee to approve and return to the local authority. **Action:** the Headteacher would email the completed safeguarding audit to <u>LSCsupport@northlincs.gov.uk</u> **Resolved**: that the revised safeguarding and child protection policy was approved. **Action:** the Headteacher would ensure all staff had read and understood the new DfE document: "Keeping Children Safe in Education – Part 1".	Head Head Head
	<u>Driver Document Checks</u> The clerk reminded governors that staff documents should be checked annually.	
127	**<u>Dates of Future Meetings</u>** **Resolved:** the following dates were agreed:- Full governors – • Spring – Wednesday, 13 February 2019 at 5pm • Summer – Wednesday, 22 May 2018 at 5pm Safeguarding and premises committee – • Thursday, 1 November 2018 at 5pm Finance and personnel committee – • Thursday, 1 November 2018 at 6pm	

Chair's signature ....

Minute No.		Action By
128	**<u>Any Other Business (with prior approval of the chair)</u>** The Chair read out a letter of thanks from Steve Bennett, Chair of New Holland CE/Methodist Primary School, for allowing Miss Howlett to support the school as Acting Headteacher of New Holland over the summer term. This included supporting the school, governors and interview processes, while showing resilience and flare. Mr Bennett would recommend Miss Howlett for any Headteacher post in the future. <u>ESB</u> The Headteacher advised that she felt the ESB meeting had gone well; JV and AC had answered the questions and had been asked what would be helpful. The school now had to wait for the outcome of what the ESB expected of the school moving forward. The outcome would be discussed by the governing body at the next school improvement committee.	

GOVS/AA

Chair's signature ....