

Our Ref: GOVS/AATJH
Your Ref:
Date: 8 May 2018
Communications to: Mrs Amy Altoft



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To All Governors
Berkeley Primary School

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Dear Governor

Governing Body of Berkeley Primary School

I should like to invite you to the next meeting of the above governing body, which is to be held at the school on **Thursday, 24 May 2018 at 5pm**. I hope you will be able to attend.

The agenda for the meeting is enclosed and Amy Altoft will be in attendance as clerk to the governors.

It would be helpful if the governor services' section could be advised in advance, wherever possible, of any items to be raised which do not appear on the agenda. This enables the clerk to find out any relevant information, which may assist governors.

It would be much appreciated if you would inform the clerk if you are unable to attend this meeting; it may need to be re-convened in the event the quorum is not met.

If you have any queries regarding this agenda or comments on any aspect of the clerking service, please contact me on the above number.

Yours sincerely

T. Hamilton

**Operational Support
Governor Services**

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SUMMER TERM 2018 MEETING

School: Berkeley Primary School

Date and Time: Thursday, 24 May 2018 at 5pm

Location: Junior Site

Item		Lead Person	Governors' Notes / Questions
1	Welcome, Apologies, Declaration of Interests and Chair's Comments - to declare a pecuniary or personal interest (if any) on a particular agenda item - to ensure all new governors had received and signed the governors' code of practice - that Mrs Hazelden needed to sign the pecuniary interest and governors' code of practice (item 83 refers)	Chair	
2	Membership, Committee Structure, Appointment of Governors with Special Responsibilities - to consider the three co-opted governor vacancies - the current position regarding the local authority governor vacancy	Clerk	

Part B – Confidential Matters

3	Headteacher's Report (Part B) (attached) - key HR staffing issues - complaints, exclusions and racist incidents - other confidential business	Head	
4	Previous Minutes – accuracy and any matters arising - full governors' meeting held on 1 February 2018 (attached) - safeguarding and premises committee meetings held on 21 February 2018 (attached) and 26 April 2018 (to follow) - finance and personnel committee meeting held on 21 February 2018 (attached) and 26 April 2018 (to follow)	Chair	
5	Any Other Business of a Confidential Nature	Chair	

Part A Continued

6	Headteacher's Report (attached) - review of data - progress report on school development plan (attached) - update on pupil premium - update on sports premium - parent and carer survey (attached)	Head	
7	Financial Position and Other Resources Matters - school budget – to approve - budget outturn	Head	

8	Governors' Monitoring • updated governor training record (attached) • SEN governor report • governor visits and monitoring overview (attached) • reports from visiting governors • homework – Mrs Cole – 9 November 2017 (attached) • PE – Mr Kent – 11 December 2017 (attached) • maths – Mr Veall – 11 January 2018 (attached) • PE – Mr Kent – 15 January 2018 (attached) • music – Mr Kent – 19 January 2018 (attached) • PE – Mr Kent – 24 January 2018 (attached) • safeguarding – Mr Veall – 8 March 2018 (attached) • SEND – Mrs Hazelden – 12 March 2018 (attached)	Governors	
9	Reports from Local Authority for Consideration • school holiday dates 2019-2020 (attached) • information governance (attached) • statutory increases – April 2018 (attached) • probation procedure (attached) • flexible working (to include flexible working, career break and job share) (attached)	Clerk	
10	Previous Minutes – accuracy and to review the list of actions • full governors' meeting held on 1 February 2018 (attached) • school improvement committee meeting held on 12 January 2018 (attached), 26 February 2018 (attached) and 18 May 2018 (item 96 refers)	Chair	
11	Governor Skills Audit – results of new audit	Chair	
12	Dates of Future Meetings • full governors – Thursday, 11 October 2018 at 5pm • finance and personnel committee – Wednesday, 31 October 2018 at 6.30pm • safeguarding and premises committee – Wednesday, 31 October 2018 at 5pm	Chair	
13	Any Other Business	Chair	

NORTH LINCOLNSHIRE COUNCIL**MINUTES****Subject:** Summer Term Governing Body Meeting**School:** Berkeley Primary School**Date and Time:** Thursday, 24 May 2018 at 5.00pm**Location:** Berkeley Primary School (Junior Site)**Present:**

Mr J Veall (Chair)	
Mrs E Cole	Mr M J Kent
Mrs J Cole	Mrs A Kipling
Ms A Cvijetic (Headteacher)	Miss M R Radley
Mrs S Hayes	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)
Mrs C Kupfers (Chair of Oakfield Primary School – Observer)
Mrs V Whittaker (Vice Chair of Oakfield Primary School – Observer)

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

Minute Ref	Actions From This Meeting	Action By	Completed
98	Mrs Hazelden still needed to sign the pecuniary interest form and governors code of conduct.	head	
99	the clerk would add reconstitution as an item on the agenda for the autumn term meeting.	clerk	
99	the clerk write to Mr Gosling to thank him for his time served to the two schools over the years.	clerk	
101	the clerk would forward the email from the SIP to the Headteacher regarding Ofsted training.	clerk	
106	the clerk would remove SEND governor report from all future agendas.	clerk	
107	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	
107	the Headteacher would inform staff members of the revised human resources policies as soon as possible.	head	
107	the Headteacher would inform staff members of the new probation procedure as soon as possible.	head	
107	the Headteacher would inform staff members of the new flexible working policy as soon as possible.	head	
108	the Headteacher would forward the school improvement committee minutes of 18 May 2018 to the clerk for circulation to governors.	head	

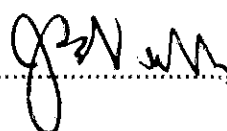
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Part A Continued

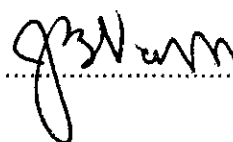
Minute No.		Action By
103	<u>Headteacher's Report</u> Consideration was given to the written report which had been circulated with the agenda. Particular reference was made to the following: • pupils • key pastoral factors • attendance / persistent absence • SEND • curriculum • staffing – development and training • premises • school improvement plan 2017-2018 • parent and carer survey Questions were invited of governors. Q Attendance in the nursery and reception shows a higher number of late arrivals than the rest of the school, did this not improve with the times of the door closing being sent out? <i>A This was still less than 1% on the whole and equated to six children.</i> MR added that these were the same children each time; the Headteacher clarified that nursery children were dealt with in the same way as the rest of the school but the school could not refer a child to the EWO until they were reception age but still did not authorise holiday requests. MR added that this was explained on the home visit before starting in the nursery. Attendance nationally was 96% and the school was currently at 95%; there had been a number of holiday forms received in the last few weeks. SH stated that there were some children that for background reasons are on the school roll but staff know they are not in the authority; these are then referred and investigated as missing in education. AK reported that at a recent chair's and vice chair's locality meeting she attended it had been suggested reports should include the national figure of attendance and not the local figure for the eyes of Ofsted. The timeframe in the report shows absences and illness since Christmas were decreasing so was going in the right direction; by the end of the summer term the attendance rate may be higher. Q Do you give out rewards for good attendance? <i>A Yes we give out certificates.</i> The chair expressed his thanks to WH for taking him to Caythorpe to look at the residential plan. Next year the school would be taking the pupils to Robinwood for three days; this was a primary only site and had a lot of indoor activities. At Easter the chair and WH carried out a pre-visit to compare with Caythorpe looking at the accommodation, travel and food. The difference in package wasn't much but it was cheaper and Robinwood used one instructor all week to enable building of relationships and this may benefit some of our pupils.	

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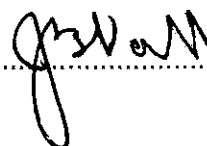
Minute No.		Action By
	WH added that this year at Caythorpe it was very cold the children didn't want to participate as much in activities so the indoor facilities at Robinwood would have much more participation. The school had taken part in various sporting competitions and had done so well in all year groups. The colour run was fantastic and well attended. Simon and Paul (PE teachers) worked hard and governors thanked them for their work in ensuring the school competes in events. The Headteacher reported that there would be a sports presentation evening this year with a motivational speaker as well as the end of year presentation. Governors noted that informal complaints had been received over the snow days when the school opened; but thanks were expressed to staff who had spent time clearing paths and ensuring the school was safe for pupils to attend. Governors had received a copy of the parent survey and this had been discussed at a committee meeting. Q How do you think the children did in the SATs? <i>A All did the tests; there was one pupil that didn't sit the reading paper by the schools choice. They coped well.</i> It was noted that pupil premium, sports premium and the SDP had all been discussed at the recent committee meetings.	
104	<u>SEND Information Report</u> Governors noted the requirement to ensure the school's SEND information report was displayed on the website and was reviewed annually to ensure it met the needs of pupils with SEND.	
105	<u>Financial Position and Other Resources Matters</u> <u>School Budget 2018/2019</u> The personnel and finance committee had gone through the budget at the last meeting but was concerned that Kully Sodhi hadn't looked at it at that time. Kully has since made a few tweaks and although not exact due to period 13 not being finalised was more accurate. The carry forward figure was estimated at £239,000 with an in year balance of £4,077; the large carry forward was due to allocated funding with £114,000 of this being allocated for IT and furniture. The invoices had not yet been received for some of the work done until this financial year. The Headteacher was pleased with the in-year balance given the pay increases with support staff; this increase had a cost of £25,000 to the school. Q Is this what Kully thinks period 13 will look like? <i>A Yes.</i> The following year the budget would balance but only by using some of the carry forward to support the projects agreed for nursery. In 2018/19 there would be a big	

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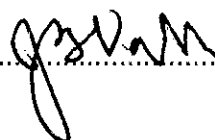
Minute No.		Action By
	hit for reception due to pupil numbers but it was hoped the school would pick up a couple more pupils by September. The reduction in pupil numbers for that year group would mean £46,000 less each year as the cohort move through the school and this was the worry. This budget and 3 year plan had all the required staffing changes discussed at the personnel and finance committee. Consideration was given to approving the school budget of £2,325,337 for the financial year 2018/2019. Action: that the 2018/2019 budget and 3 year plan was approved.	
	<u>Budget Outturn</u> Governors noted that the outturn figure 2017/2018 was estimated as £239,000 which equated 10.28% of the budget. Governors agreed this was due to allocated funding that would be spent in this financial year.	
106	<u>Governors' Monitoring</u> <u>Updated Governor Training Record</u> Governors were updated on training that had taken place since the last meeting; the chair had attended the Leadership Briefing. The clerk reminded governors that the free session on Ofsted was hoped to be provided in September and that consideration would need to be given to training for this academic year.	
	<u>SEND Governor Report</u> The Headteacher reported that this was done under another item. Action: the clerk would remove SEND governor report from all future agendas.	clerk
	<u>Reports from Visiting Governors</u> Governors were asked to consider the following written visit reports circulated with the agenda:- • homework – Mrs Cole – 9 November 2017 • PE – Mr Kent – 11 December 2017 • maths – Mr Veall – 11 January 2018 • PE – Mr Kent – 15 January 2018 • music – Mr Kent – 19 January 2018 • PE – Mr Kent – 24 January 2018 • safeguarding – Mr Veall – 8 March 2018 • SEND – Mrs Hazelden – 12 March 2018 The Headteacher was really pleased that most governors had now met with leaders with only one visit outstanding.	
	<u>Governor Visits and Monitoring Overview</u> Governors had carried out visits and sent reports to the Headteacher with queries for answering at the meeting; the report with actions carried had been circulated with the agenda and was discussed in detail (see Appendix A). MK had asked about how to get more boys singing in school. The school was trying	

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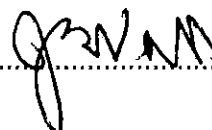
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	to promote good role models for children and sometimes only girls want to do singing. JV had reported on safeguarding and queried support in the early help arena and how the early help works; there was a statutory document to follow in working with children and home visits were carried out for all children. Children were identified where there were issues in the past and the school tries to act early to prevent seriousness of cases and in some case staff manage to turn things around for the child. Early help was used as soon as it was felt the family would benefit from the support and it identifies needs to implement support. Q Who does the early help assessment? <i>A The school in co-operation with other agencies.</i> Early help forms were shared between agencies and works to gather information and look at strengths and weaknesses to enable support in the right areas. Assessment was voluntary and the family help to write it and then have to agree with it and sign it. Parents were involved in the whole process. Lead professionals support the family sensitively and the quality of the relationship with the parents influences the successful applications. Multiagency meetings would be held of direct support depending on what was required. The early help was a powerful tool and supported by the LA to work and support families. Mrs Hazelden had visited looking at SEND and had queried if the TAs had been trained on the new system; this training would take place in autumn term 1.	
107	<u>Reports from Local Authority for Consideration</u> <u>School Holiday Dates 2019/2020</u> Following consultation with professional associations and trade union representatives the pupils' school holiday dates for 2019/2020 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 2019/2020 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
	<u>Information Governance</u> A paper had been circulated informing of the new EU wide General Data Protection Regulations which were supplemental to the Data Protection Act 1998. These regulations became UK law on 25 May 2018.	

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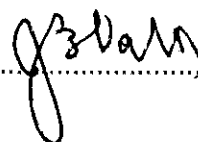
Minute No.		Action By
	This document informed governors of the option to purchase the local authority's information governance service level agreement, highlighted the main elements of these regulations which would affect schools, the role of the data protection officer and that further information could be accessed on the Information Commissioner's website https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr. Governors noted that training workshops for North Lincolnshire governors on these regulations had been held. Governors were asked to: • ensure the school met the requirements of the new regulations • consider purchasing the local authority information governance service level agreement • appoint a data protection officer Action: the governor information SLA 2018-2019 would be purchased. Action: the school's data protection officer was Mrs Shaw.	
	<u>Statutory Increases to Pay – April 2018</u> 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. Action: the revised pay policy was approved. Action: the revised maternity policy was approved. Action: the revised adoption policy was approved. Action: the revised shared parental leave policy was approved. Action: the Headteacher would inform staff members of the revised human resources policies as soon as possible.	head
	<u>Probation Procedure</u> A probation procedure for support staff last recommended to governors in Summer 2010 had not been reviewed to ensure it remained fit for purpose and reflected current guidance. The revised procedure had been fully consulted upon with teacher	

Chair's signature



Minute No.		Action By
	associations and trade unions. The revised procedure now included a requirement that the standards of performance and outcomes required were made clear in writing usually within the first week of the employee commencing work. Governing bodies were asked to consider adopting the probation procedure for relevant support staff and were reminded of the need to communicate policy changes to staff at the earliest opportunity. Action: the probation procedure was adopted. Action: the Headteacher would inform staff members of the new probation procedure as soon as possible.	head
	<u>Flexible Working</u> A new flexible working policy had been circulated to schools and academies. This new policy incorporated the good action guides for career breaks and job share arrangements as appendices so that any requests followed the same consideration process and provided the opportunity for employees to appeal where requests were declined. It was noted that this new policy replaced previous versions of the flexible working policy and the career break scheme. Action: the flexible working policy was approved. Action: the Headteacher would inform staff members of the new flexible working policy as soon as possible.	head
108	<u>Previous Minutes and Matters Arising</u> Action: governors approved the following minutes which had been circulated with the agenda: governing body • 1 February 2018 school improvement committee • 12 January 2018 • 26 February 2018 Action: the Headteacher would forward the school improvement committee minutes of 18 May 2018 to the clerk for circulation to governors. <u>Matters Arising from the Minutes</u> Q Is the Wi-Fi working better? <i>A It is still hit and miss in reception but staff are talking to ACS to find out why; the rest of the school is working well.</i>	head
109	<u>Governor Skills Audit</u> The skills analysis following completion of the audits was shown to governors. Governors noted it would be interesting to see changes in skills for the new governors after the training they had been completing; when the new training comes out it would be targeted to requirements. Q Will the learning walk dates be circulated?	

Chair's signature



Minute No.		Action By
	A Yes. The autumn term learning walk would be on FS subjects, RE/History and Science.	
110	<u>Dates of Future Meetings</u> Governors noted the agreed dates of future meetings as follows: • Full Governors – Tuesday 9 October 2018 at 5.00pm • safeguarding and premises – Thursday 1 November 2018 at 5.00pm • personnel and finance - Thursday 1 November 2018 at 6.00pm	
111	<u>Any Other Business</u> There was no other business.	

GOVS/AA

Chair's signature

