

## PART A

in accordance with Regulations 13(2) and 24(8) of The School Governance (Procedures) (England) Regulations 2004 schools must ensure the enclosed paperwork is available for inspection:-

- signed minutes of governing body termly and committee meetings

\*\*\*\*\*

It must be noted that as Regulations 13(3) and 24(9) permits confidential items to be excluded from the inspection copy, the enclosed paperwork refers only to Part A matters.

## NORTH LINCOLNSHIRE COUNCIL MINUTES

**Subject:** Autumn Term Board of Governors' Meeting

**School:** Berkeley Primary School

**Date and Time:** Tuesday 10 October 2017 at 5.00pm

**Location:** Berkeley Primary School (Junior Site)

### **Present:**

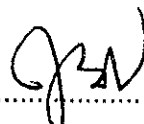
|                             |                 |
|-----------------------------|-----------------|
| Mr J Veall (chair)          |                 |
| Mrs E Cole                  | Miss W Howlett  |
| Mrs J Cole                  | Mr M J Kent     |
| Ms A Cvijetic (Headteacher) | Ms M R Lally    |
|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

### **In Attendance:**

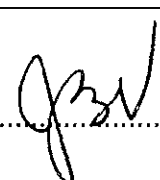
|                                                 |
|-------------------------------------------------|
| Mrs A Altoft (Clerk)                            |
| Miss H Earl (Assistant Headteacher – Observer)  |
| Mrs R Jones (Assistant Headteacher – Observer)  |
| Mr B Spencer (Assistant Headteacher – Observer)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

**Date and Time of Next Meeting:** Thursday 1 February 2018 at 5.00pm

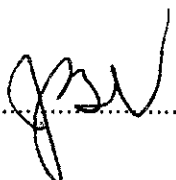
| Min. Ref | Actions                                                                                                                                                                         | Action By | Completed |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| 65       | the clerk write to Mr Holder in order to ascertain whether or not he wished to remain on the board and to remind him of the regulations relating to removal for non-attendance. | clerk     | 7.11.17   |
| 72       | governors approved the school development plan; the Headteacher would send the final version out by email.                                                                      | Head      |           |
| 74       | the Headteacher to email the governor visit forms to governors.                                                                                                                 | Head      | 11.10.17  |
| 76       | the chair would send the skills audit to all governors for completion.                                                                                                          | Chair     |           |
| 77       | clerk to send the admission policy electronically to the Headteacher.                                                                                                           | Clerk     | 8.11.17   |
| 77       | the clerk would email Sean Kendrew on <a href="mailto:sean.kendrew@northlincs.gov.uk">sean.kendrew@northlincs.gov.uk</a> regarding the governing body's decisions.              | Clerk     | 20.10.17  |
| 79       | the Headteacher would email the completed safeguarding audit to <a href="mailto:Julie.MacKinnon@northlincs.gov.uk">Julie.MacKinnon@northlincs.gov.uk</a>                        | Head      |           |

Chair's initials ..... 

| Minute No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action By |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 63         | <p><b><u>Election of Chair</u></b><br/> Introductions were made for the benefit of the two new governors.</p> <p>Nominations and/or self-nominations were sought for the position of chair. A nomination was received for Mr Veall and governors were asked if they wished to accept the nomination.</p> <p><b>Action:</b> it was agreed that Mr Veall be elected chair to the date of the autumn term meeting 2018.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
| 64         | <p><b><u>Election of Vice Chair</u></b><br/> Nominations and/or self-nominations were sought for the position of vice-chair. The following self-nominations were received for co vice chair positions. Governors were asked if they wished to accept the self-nominations.</p> <p>A governor queried the need for co vice chairs and felt that the agenda item did not specify the decision would be on co-positions. The clerk assured governors that many governing bodies had co-chair or co-vice chair positions and this could be done under this item.</p> <p>The chair reported that this was to be considered on the basis of succession planning and would enable Mrs Kipling to stand down when the time came; Mr Kent was now in a position to take a more active role and would ensure that both governors could then have access to all the relevant papers and support for mentoring.</p> <p>Governors were asked to vote by way of show of hands; 11 voted to approve the election of Mrs Kipling and Mr Kent as co-vice chair; there was 1 abstention.</p> <p><b>Action:</b> it was agreed that Mrs Kipling and Mr Kent be elected co vice chairs to the date of the autumn term meeting 2018.</p> |           |
| 65         | <p><b><u>Welcome, Apologies, Declaration of Interest and Chair's Comments</u></b></p> <p><b><u>Welcome</u></b><br/> The chair welcomed governors to the meeting.</p> <p><b><u>Apologies</u></b><br/> It was reported that apologies had been received from Mrs Kipling.</p> <p>It was reported that apologies had not been received from Mr Holder.</p> <p><b>Action:</b> consent be given to the absence of Mr Holder.</p> <p><b>Action:</b> the clerk would write to Mr Holder in order to ascertain whether or not he wished to remain on the board and to remind him of the regulations relating to removal for non-attendance.</p> <p><b><u>Declaration of Interest</u></b><br/> 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.</p>                                                                                                                                                                                                                                                                                                       | Clerk     |

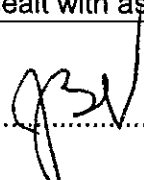
Chair's initials ..... 

| Minute No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action By |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|            | <p><b>Action:</b> no declarations were made with regard to items on the agenda.</p> <p><b>Action:</b> Mr Holder still needed to sign the pecuniary interest form and governors code of conduct.</p> <p><b>Action:</b> Mrs J Cole and Mrs Tuplin had signed the pecuniary interest form and governors code of conduct.</p> <p>The chair reported that no urgent action had been taken and no correspondence had been received since the last meeting.</p> |           |

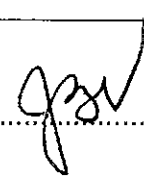
Chair's initials ..... 

## Contd... Part A

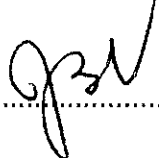
| Minute No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Action By                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 71         | <p><b><u>Membership, Committee Structure and Governors with Special Responsibilities</u></b></p> <p>Governors noted the following membership changes:</p> <ul style="list-style-type: none"> <li>• Mrs Tuplin had been elected parent governor (accepted/DBS cleared) with effect from 11 August 2017</li> <li>• Mrs Cole had been appointed co-opted governor (by email vote), accepted and DBS cleared with effect from 19 September 2017</li> <li>• there were two co-opted governor vacancies due to the resignations of Miss Boyd and Mrs Diggle</li> </ul> <p>Consideration was given to the vacancies for the position of co-opted governor; these vacancies would remain open in order to reduce the size of the governing body in the future to maintain efficiency.</p> <p><u>Committee Structure</u></p> <p>There was a need to appoint a governor to the finance and personnel committee to replace Miss Boyd and safeguarding and premises committee to replace Mrs Diggle. The school improvement committee had two vacancies.</p> <p><b>Action:</b> the following committee structure was agreed:</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|            | <b><u>Appraisal Committee</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|            | <b>Quorum:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|            | <b>Membership:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Mrs Kipling<br>Mrs Tuplin<br>Mr Veall                                                                                                                                                                                                                                                                                                                                                                                                                |
|            | <b>Chair:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | to be appointed at the meeting                                                                                                                                                                                                                                                                                                                                                                                                                       |
|            | <b>Clerk:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | to be appointed at the meeting                                                                                                                                                                                                                                                                                                                                                                                                                       |
|            | <b>Terms of reference:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | - 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<br>- staff review - to review and make decision on recommendations from the Headteacher, whether staff have met their objectives and any recommend actions on pay increase |
|            | <b><u>Appointments Committee</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | (with delegated powers)                                                                                                                                                                                                                                                                                                                                                                                                                              |
|            | <b>Quorum:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|            | <b>Membership:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Headteacher<br>plus two governors                                                                                                                                                                                                                                                                                                                                                                                                                    |
|            | <b>Chair:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | to be appointed at the meeting                                                                                                                                                                                                                                                                                                                                                                                                                       |
|            | <b>Clerk:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | administration team                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|            | <b>Terms of reference:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Staff appointments to be dealt with as follows:                                                                                                                                                                                                                                                                                                                                                                                                      |

Chair's initials ..... 

| Minute No. |                                               | Action By                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |                                               | <ul style="list-style-type: none"> <li>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</li> <li>appointments committee to deal with the appointment of all teachers</li> <li>all non-teaching staff and any temporary or part-time teaching staff be appointed by the Headteacher and one other governor</li> <li>that one governor must have undertaken the safer recruitment training on this committee</li> </ul> |
|            | <b><u>Complaints Committee:</u></b>           | (with delegated powers)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|            | <b><i>Quorum:</i></b>                         | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|            | <b><i>Membership:</i></b>                     | chair to liaise with regard to appointing three governors to hear the complaint subject to availability and nature of the complaint                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|            | <b><i>Chair:</i></b>                          | to appoint a chair at the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|            | <b><i>Clerk:</i></b>                          | Governor Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|            | <b><i>Terms of Reference:</i></b>             | <ul style="list-style-type: none"> <li>to hear any complaints with the exception of curriculum issues in line with the school's complaints procedure</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|            | <b><u>Finance and Personnel</u></b>           | (with delegated powers)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|            | <b><i>Quorum:</i></b>                         | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|            | <b><i>Membership:</i></b>                     | Mrs E Cole<br>Mrs J Cole<br>Mrs Cvijetic<br>Mrs Hazelden<br>Miss Howlett<br>Mr Kent<br>Mrs Kipling<br>Mrs Symonds<br>Mr Veall<br>plus Wendy Shaw (Senior Business Manager) in attendance as an observer                                                                                                                                                                                                                                                                                                                                                                                                   |
|            | <b><i>Chair:</i></b>                          | Mrs Kipling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|            | <b><i>Clerk:</i></b>                          | Governor Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|            | <b><i>Terms of reference (Personnel):</i></b> | <ul style="list-style-type: none"> <li>the chair to nominate eligible governors to ensure a quorum</li> <li>that the committee review and approve policies relating to personnel (able to do this via response to email)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |

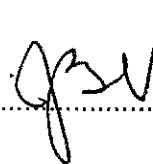
Chair's initials 

| Minute No. |                                      | Action By                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |                                      | <ul style="list-style-type: none"> <li>• to agree to staffing structure and filling vacancies (able to do this via response to email), except leadership structure (full governors)</li> <li>• redeployment / redundancy</li> <li>• disciplinary issues</li> <li>• grievances</li> <li>• collective disputes</li> <li>• to act as an initial hearing</li> <li>• use of fixed term contracts</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|            | <b>Terms of reference (Finance):</b> | <ul style="list-style-type: none"> <li>• the chair to nominate eligible governors to ensure a quorum</li> <li>• that the committee review and approve policies relating to finance (able to do this via response to email)</li> <li>• 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</li> <li>• 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)</li> <li>• 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</li> <li>• 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</li> <li>• the finance committee be empowered to buy into service level agreements</li> <li>• the finance committee be empowered to review and respond to reports by internal audit and to monitor and ensure implementation of agreed actions</li> <li>• the Headteacher be empowered to dispose of surplus equipment to a limit of £2,500</li> <li>• the finance committee be empowered to dispose of surplus equipment above £2,500</li> <li>• the finance committee be empowered to monitor and annually review and approve any changes to the: <ul style="list-style-type: none"> <li>• 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</li> <li>• lettings policy outlining conditions for hiring the school premises</li> <li>• governors' allowances scheme and</li> </ul> </li> </ul> |

Chair's initials ..... 

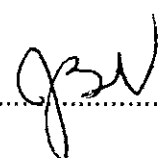
| Minute No. |                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Action By |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|            |                                                                                                                                                                                                                                                                                                                                               | whistleblower's policy <ul style="list-style-type: none"> <li>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</li> <li>to receive annually the audited school fund account</li> <li>to ensure compliance with financial regulations</li> <li>to meet at least once each term to discuss the school's finances and report back to the board of governors</li> <li>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</li> <li>to review the charge for community use of the school</li> </ul> |           |
|            | <b><u>Personnel/Staff Dismissal Appeals Committee:</u></b>                                                                                                                                                                                                                                                                                    | (with delegated powers)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |
|            | <b><u>Quorum:</u></b>                                                                                                                                                                                                                                                                                                                         | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
|            | <b><u>Membership:</u></b>                                                                                                                                                                                                                                                                                                                     | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |
|            | <b><u>Chair:</u></b>                                                                                                                                                                                                                                                                                                                          | to be appointed at the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |
|            | <b><u>Clerk:</u></b>                                                                                                                                                                                                                                                                                                                          | to be appointed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
|            | <b><u>Terms of Reference:</u></b>                                                                                                                                                                                                                                                                                                             | to deal with any appeal on a range of issues to include:- <ul style="list-style-type: none"> <li>pay / grading</li> <li>redeployment / redundancy</li> <li>disciplinary issues</li> <li>grievances</li> <li>collective disputes</li> <li>use of fixed term contracts</li> <li>Headteacher's' appraisal objectives</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
|            | <b>NB:</b> In the event the hearing has resulted from a complaint any governor party to the original complaint must not take part in the proceedings.<br><br><b>NB:</b> 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
|            | <b><u>Pupil Discipline Committee:</u></b>                                                                                                                                                                                                                                                                                                     | (with delegated powers)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |
|            | <b><u>Quorum:</u></b>                                                                                                                                                                                                                                                                                                                         | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
|            | <b><u>Membership:</u></b>                                                                                                                                                                                                                                                                                                                     | chair to liaise with regard to appointing 3 governors to hear the issue subject to availability and nature of the complaint                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |
|            | <b><u>Chair:</u></b>                                                                                                                                                                                                                                                                                                                          | to be appointed at the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |

Chair's initials .....



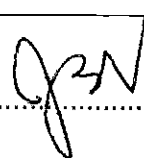


| Minute No. |                                                    | Action By                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <b>Clerk:</b>                                      | Governor Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|            | <b>Terms of Reference:</b>                         | to hear all pupil exclusions in accordance with legislation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|            | <b><u>Safeguarding and Premises Committee:</u></b> | (with delegated powers)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|            | <b>Quorum:</b>                                     | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|            | <b>Membership:</b>                                 | Mrs Cvijetic<br>Mr Gosling<br>Mrs Hayes<br>Mr Kent<br>Mrs Lally<br>Miss Radley<br>Mrs Tuplin<br>Mr Veall<br>plus Wendy Shaw (Senior Business Manager) and Richard Wilkinson (Caretaker) in attendance as observers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|            | <b>Chair:</b>                                      | Mr Kent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|            | <b>Clerk:</b>                                      | Governor Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|            | <b>Terms of Reference:</b>                         | <ul style="list-style-type: none"> <li>to consider all issues relating to the fabric of the buildings and grounds including regular site inspections and security</li> <li>to ensure compliance with health and safety regulations</li> <li>to make recommendations to the Headteacher or full governing board as appropriate</li> <li>that the committee review and approve policies relating to premises and safeguarding (able to do this via response to email)</li> <li>to monitor and carry out an audit of the school's policies and procedures regarding safeguarding</li> <li>to annually review the safeguarding compliance audit form</li> <li>to give consideration to specific building issues</li> <li>responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse against the Headteacher being made</li> </ul> |
|            | <b><u>School Improvement Committee:</u></b>        | (with delegated powers)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|            | <b>Quorum:</b>                                     | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|            | <b>Membership:</b>                                 | ALL Governors<br>plus School Improvement Team (Senior Leaders) in attendance as observers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|            | <b>Chair:</b>                                      | to be appointed at the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

Chair's initials ..... 

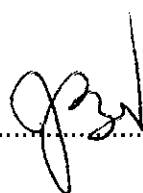
| Minute No. |                                                                                                                                                                                                                                                                                                                                                      | Action By                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <b>Clerk:</b>                                                                                                                                                                                                                                                                                                                                        | to be appointed at the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|            | <b>Terms of Reference:</b>                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"><li>• to monitor, evaluate and approve the school improvement plans</li><li>• to set targets and review pupil progress deciding on areas for improvement</li><li>• to monitor the curriculum and make recommendations to the board of governors</li><li>• to ensure the religious education and collective worship are provided in accordance with the requirements</li><li>• to review and approve policies relating to the curriculum (able to do this via response to email)</li><li>• to give consideration to the review of the school improvement plan before presentation to the governing board</li></ul> |
|            | <u><b>Appointment of Governors with Special Responsibilities</b></u><br><br>Consideration was given to reviewing the appointment of governors with special responsibilities; there was a need to appoint a governor linked EAL and SDP 1 – Maths.<br><br><b>Action:</b> the following governors and curriculum/special areas be linked:<br>appraiser |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Chair's initials .....

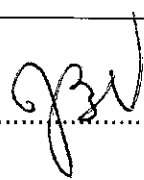


| Minute No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action By |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|            | <ul style="list-style-type: none"> <li>• staffing – development/training</li> <li>• premises</li> </ul> <p><b>Q Attendance nursery/reception, is there a non-compulsory age?</b><br/> <i>A Attendance becomes compulsory the term after they turn 5; autumn is not compulsory for any in that year group. The same letters get sent out to parents but the school cannot take it any further.</i></p> <p>There was no benchmarking figure as a whole primary school to compare against so the Headteacher was unaware of the national as yet. The target is 100%; the Headteacher stated that she did not authorise holidays and the school had a dedicated attendance worker 3 days a week.</p> <p>The chair commended the additional support being put in place.</p> <p><b>Q Is drama club still happening?</b><br/> <i>A Not this term.</i></p> <p>Data had been discussed in full at the school improvement committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                           |           |
|            | <p><u>School Development Plan 2017/2018</u><br/> The Headteacher had circulated the school improvement plan to governors and informed governors of some amendments that had been made. Governors were asked to consider approving the school improvement plan.</p> <p><b>Action:</b> governors approved the school development plan; the Headteacher would send the final version out by email.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Head      |
| 73         | <p><b><u>Financial Position and Other Resources Matters</u></b><br/> <u>School Fund Account</u><br/> Governors were informed that the balance at the beginning of the year was £31,053.55. The account had taken in £32,709.12 and paid out £17,951.19. The current balance was £45,811.48 of which £9,908.08 needs to be transferred to the budget for PGL and trips.</p> <p>Donations received to date are:<br/> £2,000 – a legacy left to the school by Margaret Hill (former Headteacher of the Infant school); she had opened the school. The Headteacher had written a letter to pass to the family with thanks and information on the reading resources being purchased with the funds.<br/> £2,000 from Gunness Parish Council – TG stated that the Parish Council set a budget and donate to Gunness and Berkeley. The area in the Parish covers Hilton Avenue and Lodge Moor; pupils coming to this school would benefit from this funding as they were based in the Gunness Parish Council.<br/> £250 from Appleby Frodingham – TG reported that the £250 donation was given for the partnership school for workers memorial day.</p> <p>Governors were thankful for those donating funds.</p> <p><u>Budget outturn</u><br/> <b>Action:</b> the carry forward figure of £143,744 equating to 6% of the budget was agreed.</p> |           |

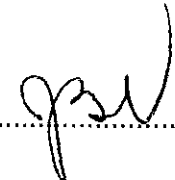
| Minute No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Action By |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|            | <p>Kully Sodha had confirmed that a statement was not required due to the amalgamation costs and set up of the school as a primary.</p> <p>Funding of £2,181,593 was received giving the total available £2,325,337.</p> <p><u>Virements</u><br/>Kully had been in to look at the tidy up areas of the budget to close off last year's accounts; some areas had not cost as much and some areas had cost more. The virements sheet was circulated to governors.</p> <p>E05: the apprentice levy was not previously budgeted for.<br/>E03: saved on TA pay due to reductions on hours as staff have all returned to contracted hours.</p> <p><b>Q Have we got the same number of TAs?</b><br/>A Yes.</p> <p>E12: governors had allocated £8,000 for the decorating of reception after the rewire but this had not happened and would be rolled over to next year.<br/>E20: resources recharge IT – the Headteacher wanted to add £56,000 to do work on the Wi-Fi to get the systems up and running in school; £4,500 was still available in the budget for 12 laptops to be bought for teachers. A quote had been received from one company for the Wi-Fi but 3 quotes were required. The one quote already received was for approximately £45,000 for just the Wi-Fi. There was also a need for new hardware in key stage 1.</p> <p><b>Q What is the timescale for installation?</b><br/>A <i>It could have been carried out at half term but we are awaiting 3 quotes. The LA have, however, been in today and may have a solution that would cost less.</i></p> <p><b>Q Can we make use of the apprentice Levy?</b><br/>A <i>We need to look at how to access the money for training for existing staff; this is an item on the Headteacher's consortium agenda.</i></p> <p>TG stated he would like to see the levy used for a training scheme for a young person to skill into work.</p> <p><b>Q Where is the £56,000 for IT coming from?</b><br/>A <i>The carry forward.</i></p> <p><b>Action:</b> governors approved £56,000 virement to the resources recharge budget line.</p> <p>All other savings meant that there was only £7,277 of changes.</p> <p><b>Action:</b> governors approved the virements.</p> |           |



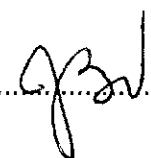
| Minute No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Action By |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 74         | <p><b><u>Governors' Monitoring</u></b><br/> <b><u>Governor Training Record</u></b><br/> Governors were updated on training that had taken place since the last meeting. The chair reported on the governor conference where he received his 25 year Long Service Award as a governor.</p> <p>The clerk informed governors that the new training brochure was available for governor's information.</p> <p>The Headteacher asked the clerk if pictures of the long service awards were available for the school to access; the clerk offered to find out.</p> <p><b>Action:</b> the clerk would find out if there was pictures of the long service award presentation for the school.</p> <p><b><u>SEN Governor Report</u></b><br/> Mrs Hazelden reported that Mrs Suddaby was now in class and working 3 days a week as SENCo; Mrs Suddaby and two other staff members were attending provision mapping training. It was hoped that questionnaires would be sent out this term and Mrs Hazelden would carry out a further visit in the second half term.</p> <p><b><u>Maths Learning Walk</u></b><br/> Governors noted the report that had been circulated with the agenda. The learning walk was undertaken across the year groups with governors and staff with 3 clear objectives. Governors felt the day was effective with good observations, areas of strengths and developments.</p> <p>Mrs Lally stated the learning walk was effective in providing an overview across the school; the chair added that it was as important to speak to the staff as it was the children.</p> <p><b><u>Reports from Visiting Governors</u></b><br/> There were no other written reports to receive.</p> | Clerk     |
| 75         | <p><b><u>Governor Visit Recording and Induction Materials</u></b><br/> The working party met to review what was needed to support governors to carry out their role effectively and reviewed the induction pack. There was now a plan for new governors with an induction schedule; the chair and Headteacher would meet with new governors and agree a mentor during the meeting. The induction handbook was written with other documents.</p> <p>The working party also looked at the governor visits policy and this was circulated for governors' review. Governors were given time to read the policy, make comments and were asked to approve the policy.</p> <p><b>Action:</b> governors approved the governor visits policy.</p> <p>The following appendices were included in the policy:<br/> Appendix A – informal visit such as school trip or assemblies<br/> Appendix B – formal visit for governor link</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |

Chair's initials ..... 

| Minute No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Action By |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|            | <p>Example completed forms were given to governors that included an example question that could be raised and followed up on at the next full governors.</p> <p>The Headteacher added that when these come in, all the questions would be collated and answers would be minuted.</p> <p>There was a different form to complete when a governor had met with a teacher for a school improvement plan links and would be completed between the governor and teacher. Again this included a section to raise questions or matters arising following the visit to be addressed at the next full governors meeting.</p> <p><b>Action:</b> the Headteacher to email the governor visit forms to governors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Head      |
| 76         | <p><b><u>Behaviour Practice at Berkeley Primary School</u></b></p> <p>Mr Spencer was asked to provide his brief presentation on the behaviour policy and practice at the school; WH added that staff had talked about Pivotal and how it was implemented. The presentation on Pivotal was shown to governors.</p> <p>The approach was to manage behaviour in school; Paul Dix talks about ethos for the school and much of the Pivotal programme was in the school ethos. WH stated that the training showed staff that this fitted what was already in practice but gave structure to implement across the school as a whole.</p> <p>Five basic principles:</p> <ol style="list-style-type: none"> <li>1.consistent calm adult behaviour</li> <li>2.first attention to best conduct</li> <li>3.relentless routines</li> <li>4.scripting difficult interventions – using scripts to form the policy and all follow the same steps and stages</li> <li>5.restorative follow up</li> </ol> <p>It encourages modelling behaviour, looks at how adult behaviour changes the child's behaviour, response styles, empathy and connections/relationships.</p> <p>It enabled staff to strive for equality and equity to enable all children to meet the same goal.</p> <p><b>Q Is this for use by all staff?</b><br/> <i>A The expectation is all staff; all staff have had training or will have training. Work is done to support staff to change the way we talk and teach.</i></p> <p>Restorative fall out: once the situation is alleviated staff can move on to build the relationship and support.</p> |           |
| 77         | <p><b><u>Governor Skills Audit</u></b></p> <p>Miss Boyd had previously collated the skills audits; essential areas for governors were full.</p> <p>Governors felt this was an annual process and would require the forms to be resent to governors.</p> <p><b>Action:</b> the chair would send the skills audit to all governors for completion.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Chair     |

Chair's initials .....  .....

| Minute No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Action By                 |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 78         | <p><b><u>Reports from the Local Authority for Consideration</u></b><br/> <b><u>Admission Arrangements 2019/2020</u></b><br/> A paper had been circulated to Headteachers, 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.</p> <p>Governors were informed that several changes to the wording of the proposed admission arrangements had been made to improve clarity and compliance with the School Admissions Code. These changes included: adding catchment maps; altering definitions of sibling; shortest available route to school; additional information regarding deferment of school start date to a later term and requests for admission outside the normal age group.</p> <p>As the council was making changes to its arrangements a full public consultation would be held from mid-December to late January.</p> <p>Governors were also being consulted upon the proposed published admission number for 2019/2020. Should governors request an admission number outside the minimum/maximum capacity of the school, the council would need to consider the rationale of the request. Where a governing board wished to reduce the school's admission number, then the council would be required to include this in the full public consultation with all interested parties.</p> <p><b>Action:</b> the draft admissions policy for 2019/2020 was considered and there were no objections to the proposed changes</p> <p><b>Action:</b> clerk to send the admission policy electronically to the Headteacher.</p> <p><b>Action:</b> the published admission number of 90 for September 2019 was</p> <p><b>Action:</b> the clerk would email Sean Kendrew on <a href="mailto:sean.kendrew@northlincs.gov.uk">sean.kendrew@northlincs.gov.uk</a> regarding the governing body's decisions.</p> | <p>Clerk</p> <p>Clerk</p> |
| 79         | <p><b><u>Previous Minutes</u></b><br/> <b>Action:</b> governors approved the following minutes which had been circulated with the agenda:</p> <p>governing body</p> <ul style="list-style-type: none"> <li>• 25 May 2017</li> </ul> <p>school improvement committee</p> <ul style="list-style-type: none"> <li>• 12 May 2017</li> </ul> <p><b><u>Matters Arising from the Minutes</u></b><br/> All actions recorded at the meeting of the full governing body were completed.</p> <p><b>Action:</b> there were no matters arising from the minutes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |
| 80         | <p><b><u>Policies</u></b><br/> Governors were informed about the changes to the safeguarding policy that would be updated within the schools policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                           |

Chair's initials .....  .....

| Minute No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Action By |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|            | <p><b>Action:</b> the safeguarding policy and audit were deferred to the safeguarding committee.</p> <p><b>Action:</b> the Headteacher would email the completed safeguarding audit to <a href="mailto:Julie.MacKinnon@northlincs.gov.uk">Julie.MacKinnon@northlincs.gov.uk</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Head      |
| 81         | <p><b><u>Dates of Future Meetings</u></b></p> <p><b>Action:</b> the following dates were agreed:-</p> <p><b>Full Governors:</b></p> <ul style="list-style-type: none"> <li>• Spring 2018 – Thursday 1 February 2018 at 5.00pm (apologies from Mr Veall)</li> <li>• Summer 2018 – Thursday 24 May 2018 at 5.00pm</li> <li>• Autumn 2018 – Thursday 11 October 2018 at 5.00 pm</li> </ul> <p><b>Committees</b></p> <ul style="list-style-type: none"> <li>• school improvement committee               <ul style="list-style-type: none"> <li>spring 2018 – Friday 12 January 2018 at 1.15pm</li> <li>summer 2018 – Friday 18 May 2018 at 1.15pm</li> </ul> </li> <li>• safeguarding and premises committee               <ul style="list-style-type: none"> <li>autumn 2017 - Thursday 2 November 2017 at 5.00pm</li> <li>spring 2018 – Wednesday 21 February 2018 at 5.00pm</li> <li>summer 2018– Thursday 26 April 2018 at 5.00pm</li> <li>autumn 2018 – Wednesday 31 October 2018 at 5.00 pm</li> </ul> </li> <li>• finance and personnel               <ul style="list-style-type: none"> <li>autumn 2017 – Thursday 2 November 2017 at 6.30pm</li> <li>spring 2018 - Wednesday 21 February 2018 at 6.30pm</li> <li>summer 2018 - Thursday 26 April 2018 at 6.30pm</li> <li>autumn 2018 Wednesday 31 October 2018 at 6.30 pm</li> </ul> </li> </ul> |           |
| 82         | <p><b><u>Any Other Business (with prior approval of the chair)</u></b></p> <p>The Headteacher requested volunteers from governors to help parents complete questionnaires on the app by using the school iPads; this would be done at parents evening between 3.30pm to 6.30 the following Tuesday and Wednesday.</p> <p>Governors would email the Headteacher with their availability.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |

GOVS/AA

Chair's signature .....

