

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:** Summer Term Board of Governors' Meeting**School:** Berkeley Primary School**Date and Time:** Thursday 25 May 2017 at 5.00pm**Location:** Berkeley Primary School**Present:**

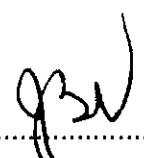
Mr J Veall (Chair)	
Mrs E Cole	Miss W Howlett
Ms A Cvijetic (Headteacher)	Mr M J Kent
Mrs J Diggle	Ms M R Lally
Mr A K Gosling	Miss M R Radley
Mrs S Hayes	Mrs G F Symonds
Mrs S Hazelden	

In Attendance:

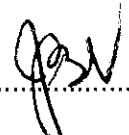
Mrs A Altoft (Clerk)
Miss H Earl (Assistant Head Teacher – Observer)
Mrs R Jones (Assistant Head Teacher – Observer)
Mr B Spencer (Assistant Head Teacher – Observer)

Date and Time of Next Meeting: Thursday 10 October 2017 at 5.00pm

Minute Ref	Actions From This Meeting	Action By
51	Miss Boyd and Mr Holder still needed to sign the pecuniary interest form and governors code of conduct.	NB/TH/ Head
52	The Headteacher would forward details of the newly elected parent governor to the clerk at the earliest convenience.	Head
57	The Headteacher would add the dates of the school improvement committee and learning walks to the diary and send out invites to all governors.	Head
57	The Headteacher would send the feedback of the parental survey to parents and staff.	Head
59	The Headteacher would access the new policy and supporting guidance on the EVOLVE on-line system.	Head
59	The Headteacher would ensure all staff were briefed on the updated policy and supporting guidance.	Head
59	The Headteacher would ensure the school had emergency plans and critical incident procedures in place and that staff were fully aware of those procedures.	Head
59	The Headteacher would inform staff members of the changes to the appraisal policy as soon as possible.	Head
59	The Headteacher would inform staff members of the changes to the adoption policy, maternity policy, shared parental leave policy, redeployment code and pay policy at the earliest opportunity.	Head
60	The Headteacher would forward the minutes of the school development committee held on 12 May 2017 to the clerk for circulation at the next full governors meeting.	Head
60	The chair to write a letter of thanks to staff running the after school clubs.	Chair

Chair's initials 

Minute No.		Action By	Actioned Before
51	<u>Welcome, Apologies, Declaration of Interests and Chair's Comments</u> The chair welcomed governors to the meeting. It was reported apologies had been received from Ms Boyd and Mrs Kipling. Governors agreed to consent to these absences. It was reported apologies had not been received from Mr Holder. Governors decided consent not be given to this absence as he had failed to offer apologies. It was noted this was the second full governors (Spring and Summer meetings) this had happened). 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. Action: no declarations were made with regard to items on the agenda. Action: Mr Gosling took the opportunity to sign the pecuniary interest form and governors code of conduct. Action: it was noted that Miss Boyd and Mr Holder still needed to sign the pecuniary interest form and governors code of conduct.	NB/TH/Head	
52	<u>Membership, Committee Structure, Appointment of Governors with Special Responsibilities</u> Governors noted the following membership changes:- • there was a parent governor vacancy due to the resignation of Mrs Paton on 28 February 2017 • there was a co-opted governor vacancy due to the resignation of Mrs Norcup on 16 May 2017 (there was no one on the waiting list) The Headteacher reported that she had placed the advert for parent governor with a closing date of 26 May 2017. Action: the Headteacher would forward details of the newly elected parent governor to the clerk at the earliest convenience. Governors discussed the co-opted governor vacancy and agreed to leave this vacant for a year until the board was in a position to reconstitute and reduce the number on the board. <u>Committee Structure</u> Governors noted the following vacancies on committees: • two vacancies on the safeguarding and premises committee due to the two resignations • one vacancy on the school improvement committee The following was agreed: • Michelle Lally be appointed to the safeguarding and	Head	

Chair's initials 

[illegible]

Chair's initials *DN*

Part A

Minute No.		Action By	Actioned Before
56	<u>Head Teacher's Report</u> Consideration was given to the written report which had been circulated with the agenda. Particular reference was made to the following: • pupils • key pastoral factors • attendance • SEND • curriculum • extra-curricular activities • results for spring 2017 • staffing / training • premises The Headteacher reported that the data had been included in numbers and she circulated the data in percentages for governors' information. Year 2 writing was lower but maths was a big strength; there were not many pupils at exceeding but this took time to develop. There was a big difference in writing between boys and girls with the girls being higher but this was a national issue and the school was working hard and looking at boy friendly programs. Mrs Jones stated that Study United were involved and the year 2 pupils had a tour of the ground and used their computer suite to do writing programs in order to motivate the boys. The Headteacher reported that SPAG was low. Ms Jones added that this was a boy heavy year group. Miss Howlett stated that there were two pupils who didn't do the SATs. The Headteacher reported that the percentage per pupil was high and the SEN cohort was low. The chair noted that the number of PP pupils was high in all year groups apart from year 2. The Headteacher stated they were not at exceeding but this was a strength. Staff were doing all they could for the writing and the boys. The year 6 exceeding at writing was not high compared to reading but the results were looking good overall; 68% of boys achieving at ARE and 80% of girls. The writing does pull the overall for RWM down. For PP there was a huge gap at the exceeding, 85% non PP at ARE and reading at 91%; if the SATs come out at this it will be a priority next year for PP exceeding. The first priorities would be to lift them to the same level as their peers. Q Is year 6 boys a national trend and when do they catch up? <i>A Yes, they generally catch up about GCSE level on writing and at maths they will exceed by then. Boys have not developed the fine motor skills at this age and it was suggested that the boys hand bones generally develop around year 9.</i> The Headteacher reported that the EAL maths figures added together		

Chair's initials 

Minute No.		Action By	Actioned Before
	was 79% so was not an issue but was lower overall. One child has been here less than two years and won't sit the SATs. Governors were informed that SEN was lower and there were some very severe SEN children in year 6; one was moving to St Hugh's and will not go to mainstream education next due to a degenerative condition. There was a big difference between reading and writing and it was noted that reading comes first for children then they access maths and then writing. Mrs Hayes added that sometimes it was the physical aspects they have difficulty with whereas in reading they can respond orally. Some pupils have had scribes for the tests.		
57	<u>Governors' Monitoring</u> <u>Updated Governor Training Record</u> Governors were updated on training that had taken place since the last meeting. The chair reported that it was evident Mrs Lally was accessing lots of online training; Mrs Lally stated that it was easy to sign up to and governors could fit in anywhere, there was a test at the end and the learning style suited her needs, she recommend using it. The chair added that if you did not pass the test at the end you could go back and review and relook at the module.		
	<u>Special Educational Needs (SEN) Governor</u> Mrs Hazelden reported that she had met with Teresa to review the development last term; the interventions had good impact and staff were trialling Toe by Toe. The Headteacher added that Toe by Toe was a new resource recommended to the school. Mrs Hazelden stated that drop ins would be carried out next half term to look at development.		
	<u>Governor Learning Walk</u> A report from the reading learning walk carried out on 6 March 2017 had been circulated with the agenda. The chair reported this was a good day and it was great to view all the year groups between the governors; it was a useful exercise and worth doing. The Headteacher added that it was beneficial to show good impact. Governors discussed the dates for future learning walks and felt that holding the learning walks and school improvement committee on the same day worked the best way. The chair added that staff also found it beneficial. Action: the Headteacher would add the dates of the school improvement committee and learning walks to the diary and send out invites to all governors.	Head	
	<u>Reports from Visiting Governors</u>		

Chair's initials

Minute No.		Action By	Actioned Before
	The chair requested governors consider dates for the working group to look at governor visit reports and protocols for visits. Action: the working party to meet on Monday 5 June 2017 at 5.00pm. <u>Parent Questionnaire</u> The Headteacher referred to the feedback report stating the overall disagree for dealing with bullying effectively was 4%; the don't knows were because they haven't had to deal with bullying so this would be taken as 96% were happy as the issues don't get to the parents and were dealt with. Another good response was on concerns raised being dealt with where only 3% disagreed; the percentages in the don't knows were again due to them not having had initial issues. The column stating they felt their child was well looked after was high which was very good. Homework was always the contentious question; there were 358 responses, one wants more and three want less. The comments were provided to governors. The Headteacher was pleased with the positive feedback from parents that showed there were no concerns and included some lovely comments of the school. Q Have you had to follow up any responses? <i>A No. One parent gave negative on everything but this was a parent that has been challenged about the care of the child and had a lot of support added in the home; there were many CP issues.</i> Mrs Lally commented that the parent being left to answer the questions completely honestly was great. Q For those parents that didn't come to parents evening is their child picked up on? <i>A Yes. We ensure we speak to all parents to give feedback on their children.</i> Action: the Headteacher would send the feedback of the parental survey to parents and staff. Q How many parents come to see you with issues? <i>A The Headteacher has seen 10 parents since September for various things such as an SEN need or a bullying issue. There have only been two very concerned parents.</i> Mrs Hayes stated some of these were asking for clarity on levels. The Headteacher added that parents did feel they could come in to discuss issues and book appointments. Mr Gosling stated that there was one parent who was negative on the	Head	

Chair's initials 

Minute No.		Action By	Actioned Before
	evening and he wondered if they had come in and what had triggered the issue. The Headteacher stated there were three negative responses and two were anonymous so unless she knew who they were she was unable to deal with it.		
58	<u>Findings of Recent Skills Audit</u> Action: as Ms Boyd was absent it was agreed for this item to be deferred to the next meeting.	clerk	
59	<u>Reports from Local Authority for Consideration</u> <u>Nursery – 30 Hours Funded Early Education</u> A paper had been circulated with the agenda informing governors that from September 2017, the government are extending the early education funding entitlement for three and four year olds from 15 to 30 hours a week during term time. In accordance with the legal duties of the local authority, the council would be revising its agreement with schools prior to implementation of the extended hours in September. All providers delivering any part of the 30 hour entitlement would need to follow the requirements of the Early Years Foundation Stage and be registered with Ofsted. Governors were asked to: • consult with parents to ascertain whether there was parental demand for the additional hours • to consider any impact offering the additional hours might have on the admissions for the universal 15 hours of early learning and childcare • to consider the welfare of children attending nursery for longer periods • to develop partnerships with other local providers to meet working parents' needs • to inform parents how they might apply to see whether they were eligible to receive the funding for the additional hours of childcare Governors noted the discussion that took place at the finance and premises committee regarding reducing the flexibility of hours offered to parents.		
	<u>Educational and Off-Site Visits Policy and Guidance 2017</u> North Lincolnshire Council recognised the importance of educational visits in enabling children to safely participate in a variety of learning environments and new experiences to enrich their learning and education. In order to assist schools in the effective planning and management of educational visits to ensure children's safety and wellbeing, this new policy was developed in accordance with latest, national, best practice guidance developed by the Outdoor Education Advisers Panel and the relevant health and safety legislation. Governors should note that from September 2017 all providers of adventurous activities would be required to have at least £10m public		

Minute No.		Action By	Actioned Before
	liability insurance. Also schools and academies were required to have robust emergency procedures in place to deal with incidents that may occur on educational visits.		
	Action: governors approved the policy and agreed to implement the guidance. Action: the Headteacher would access the new policy and supporting guidance on the EVOLVE on-line system. Action: the Headteacher would ensure all staff were briefed on the updated policy and supporting guidance. Action: the Headteacher would ensure the school had emergency plans and critical incident procedures in place and that staff were fully aware of those procedures.	head head head	
	<u>Appraisal Policy</u> A paper had been circulated with the agenda enclosing an appraisal policy. This was a statutorily required policy for all schools, academies and pupil referral units. Minor revisions had been made to the policy circulated in summer 2016 due to feedback regarding flexibility of the policy. Governing boards were asked to approve the policy. Those governing boards not wishing to adopt the policy would need to produce an appropriate, alternative policy in consultation with teacher associations and trade unions which were agreed by their respective employer. Community schools would need to satisfy the council, as employer, that their modified or alternative policy met the necessary standard and had been consulted upon properly. The revised appraisal policy was approved with no amendments to the previously agreed options. Action: the Headteacher would inform staff members of the changes to the appraisal policy as soon as possible.	head	
	<u>Amended Human Resources Policies: Adoption Policy; Maternity Policy; Shared Parental Leave Policy; Redeployment Code and Pay Policy</u> As part of a rolling programme, the local authority's human resources section had reviewed and made minor amendments to the following draft policies in response to legislative changes and/or issues highlighted in practice. The amended policies had been circulated, with a paper explaining the changes, to head teachers, chairs and vice chairs for consideration for approval by the board of governors: • Adoption Policy and Appendix 1 • Maternity Policy • Shared Parental Leave Policy • Pay Policy (Appendix 1 – Pay Scales) • Redeployment Code (Appendix 10 – maximum protection)		

Chair's initials 

Minute No.		Action By	Actioned Before
	Governors noted that full versions of all human resources policies and appendices could be accessed by the school on TOPdesk. Governors were asked to consider the revised policies for approval. Any board of governors, governing board or board of directors who decided not to adopt the adoption, maternity, shared parental leave and pay policies would need to produce appropriate alternative policies in consultation with the recognised teacher associations and trade unions. All governing boards using the local authority's human resources service who adopted alternative documents or modified the draft policies were asked to email the final approved policies to schoolsHRpolicy@northlincs.gov.uk Community schools would also need to seek the approval of the local authority as employer for any alternative or modified policies.		
	Action: the adoption policy, maternity policy, shared parental leave policy, redeployment code and pay policy were approved. Action: the Headteacher would inform staff members of the changes to the adoption policy, maternity policy, shared parental leave policy, redeployment code and pay policy at the earliest opportunity.	Head	
60	Previous Minutes and Matters Arising Action: governors were requested to consider and approve the following minutes which had been circulated with the agenda: board of governors • 9 February 2017 safeguarding and premises committee • 1 March 2017 • 4 May 2017 Action: the Headteacher would forward the minutes of the school development committee held on 12 May 2017 to the clerk for circulation at the next full governors meeting.	Head	
	<u>Matters Arising from the Minutes</u> 32 Mr Holder and Ms Boyd were still required to sign pecuniary interest form and governors code of conduct. 37 – languages are now represented around the school 37 – the chair still needed to write a letter of thanks to staff running the after school clubs 38 – approval of the budget had been done at the finance and personnel committee It was reported that in house training of 'Governors role in monitoring and evaluation' was delivered on 4 March 2017 by Heather Taylor had been attended by Mr Veall, Mrs Diggle, Mrs Kipling, Mr Kent, Mrs Cole, Mrs Hayes and Miss Howlett. The clerk would add this to the training record.	Chair clerk	

Chair's initials 

Minute No.		Action By	Actioned Before
	39 - Gel flyers were sent out 39 – the SLA booking online details were sent out 43 – the school vision was now completed 45 – the Headteacher had notified all staff of the changes to HR policies 47 – the school complaints and complaints against governors toolkit were approved at the safeguarding and premises committee 4 May – safeguarding and premises committee The Headteacher reported that she went out with caretaker to look at moving the fence back in the EYFS area; it would mean moving the big hedge but this was doable and would not cost a lot. Action: the Headteacher to get three quotes to remove the big hedge and move the fence back in the EYFS area.	Head	
61	<u>Policies</u> Governors were asked to consider approving the RE policy that was emailed to governors. Action: the RE policy was approved.		
62	<u>Dates of Future Meetings</u> <u>Full governors</u> Autumn 2017 - Thursday 10 October 2017 at 5.00pm Spring 2017 – Thursday 1 February 2018 at 5.00pm Summer 2017 – Thursday 24 May 2018 at 5.00pm <u>Committees</u> • appraisal – Tuesday 18 July 2017 at 1.15pm • school improvement committee Autumn – Friday 15 September 2017 at 1.15pm Spring – Friday 12 January 2018 at 1.15pm Summer – Friday 18 May 2018 at 1.15pm • safeguarding and premises committee Autumn - Thursday 2 November 2017 at 5.00pm Spring – Wednesday 21 February 2018 at 5.00pm Summer – Thursday 26 April 2018 at 5.00pm • finance and personnel Autumn – Thursday 2 November 2017 at 6.30pm Spring - Wednesday 21 February 2018 at 6.30pm Summer - Thursday 26 April 2018 at 6.30pm		

GOVS/AA

Chair's signature

