

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:** Spring Term Governing Board Meeting**School:** Berkeley Primary School**Date and Time:** Thursday 9 February 2017 at 5.00pm**Location:** Berkeley Primary School**Present:**

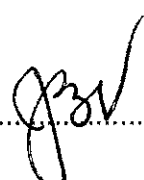
Mr J B Veall (Chair)	
Mrs E Cole	Mrs A Kipling
Mrs A Cvijetic	Mrs M R Lally
Mrs J Diggle	Mrs P Norcup
Mrs S Hayes	Mrs S Paton
Mrs S Hazelden	Miss M R Radley
Miss W Howlett	Mrs G F Symonds
Mr M J Kent	

In Attendance:

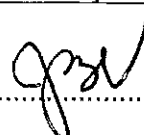
Mrs A Altoft (Clerk)
Mrs H Earl (Assistant Headteacher – Observer)
Mr B Spencer (Assistant Headteacher – Observer)

Date and Time of Next Meeting: Thursday 25 May 2017 at 5.00pm

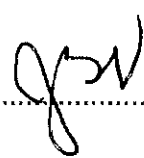
Min. Ref	Actions from Meeting	Action By	Completed
32	Miss Boyd, Mr Gosling and Mr Holder still needed to sign the pecuniary interest form.	NB/TH/ TG/head	
37	Miss Hayes to ensure all languages was represented around the school.	SH	
37	the chair would write a letter of thanks on behalf of governors to those staff members giving up their time to run after school clubs.	chair	
38	approval of the budget would be deferred to the summer term meeting.	head	
39	the clerk to follow up the in house training session requested through Joanne Edgar.	clerk	
39	the clerk would send the gel flyer to all governors.	clerk	
39	the clerk would send governors the SLA Online user guide electronically.	clerk	
43	governors agreed to add in an item about teamwork and approved the school vision.	head	
45	It was agreed the Headteacher would notify the local authority (email businesssupportteam@northlincs.gov.uk) of the dates of the five training days/twilight training sessions once these had been agreed.	head	
45	the Headteacher would inform staff members of the changes to the pay policy as soon as possible.	head	
45	the Headteacher would inform staff members of the changes to the disciplinary procedure as soon as possible	head	
47	the following policies will be considered at the next safeguarding policy: school complaints toolkit / complaints against governors toolkit.	head	
48	Miss Boyd and Mr Gosling still need to sign the governors' code of practice signature sheet.	NB/TH/ TG/head	

Chair's initials 

Minute No.		Action By
32	<u>Welcome, Apologies, Declaration of Interest and Chair's Comments</u> The chair welcomed governors to the meeting. It was reported that apologies had been received from Miss Boyd and Mr Gosling. It was reported that apologies had not been received from Mr Holder. Action: consent be given to the absences of Miss Boyd and Mr Gosling. Action: consent not be given to the absences of those not given apologies. Governors were requested to give consideration to any pecuniary or non pecuniary interests they may have with regard to the agenda items and sign the new pecuniary interest form. Governors were reminded that all governors were required each year to review the governors' code of practice and sign the 2017 signature sheet to be held in the school office confirming their agreement to the code. Action: no declarations were made with regard to items on the agenda. Action: Miss Boyd, Mr Gosling and Mr Holder still needed to sign the pecuniary interest form and the governors' code of conduct 2017 signature sheet. The clerk reminded governors of their duties to ensure that all confidential papers received should be stored and disposed in accordance with the schools policies. Governors are asked to bring any confidential papers into school to be securely disposed of. It is recommended that governors to not retain more than a year's worth of papers. The chair reported that no urgent action had been taken and no correspondence had been received since the last meeting.	NB/TG/ TH/head
33	<u>Membership, Committee Structure, Appointment of Governors with Special Responsibilities</u> The chair reported that a skills audit was awaited from Mr Gosling. Governors discussed the appointments to special responsibilities; the Headteacher felt it would be useful for all governors to have a responsibility. Action: the following governors were linked to areas of special responsibility:- • EYFS – Mr Kent • curriculum governor – Michelle Lally <u>Update on DBS Checks</u> The local authority's human resources section have reviewed their procedure for carrying out enhanced DBS checks for governors in light of the government's Keeping Children Safe in Education Guidance 2016 and the definition of regulated activity guide. The clerk informed governors that: • From January 2008 enhanced DBS checks had been carried out for all governors. • Governors as Office Holders are not engaged in Regulated Activity and there is no legal entitlement to undertake a Barred List check. • Governors who were also employees of the school or who worked as unsupervised	

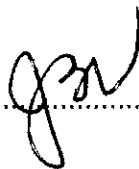
Chair's initials 

Minute No.		Action By
	volunteers in Regulated Activity would already have had an Enhanced DBS check with Barred List for this role and a new check was not required. • Other governors may, as part of their governance activities make visits to the school for monitoring etc. which may include spending time in the classroom or unaccompanied on the premises. This in itself did not constitute Regulated Activity which entitled a Barred List Check to be undertaken. This activity would fall within the broad "volunteer" category and had to be assessed against the criteria for Regulated Activity according to the exact nature of the activity, how frequently it was carried out and the level of supervision. Please see https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 for the definition of regulated activity It was drawn to governors' attention that "Supervised" did not mean the governor could never be unaccompanied. The statutory definition of supervision in this context required that: • there must be supervision by a person who was in regulated activity; • the supervision must be regular and day to day; and • the supervision must be "reasonable in all the circumstances to ensure the protection of children". Where governors were carrying out activities in school which met the definition of Regulated Activity the enhanced DBS check must include a check against the DBS Children's Barred List. On the DBS evidence of identity checklist – Appendix 3 – A.7 Does this person undertake regulated activity? Yes / No – Yes should be ticked and an enhanced DBS with barred list check would be requested. Governors were asked: • To be aware of the guidance regarding enhanced DBS checks for governors, and enhanced DBS checks and Barred List checks for governors involved in regulated activity. • to ensure any governors involved in regulated activity at the school / academy held an enhanced DBS and Barred List check. • To note that an enhanced DBS check was required for all governors. The information was received and noted.	

Chair's initials 

Part A Contd...

Minute No.		Action By
37	<u>Headteacher's Report</u> Consideration was given to the written report which had been circulated with the agenda. Particular reference was made to the following: • pupils • key pastoral facts • attendance • SEND • additional support for the autumn term • involvement with outside agencies • school events and trips • curriculum news • extra-curricular activities • results for autumn 2016 • staff development and training • staff meetings • training courses • premises The Headteacher reported that in relation to attendance she had attended the Primary Matters meeting where Mick Gibbs (Director of Children and Community Resilience) spoke about attendance and the case of the father who took his child out of school; this has now gone to the high court and a report would be produced in 12 weeks. Mick Gibbs had stated that the vibe was that the dad had lost the case at the last stage and this would continue as law; Headteacher's should continue to not authorise holidays. The chair commended the attendance figure of 96%; the Headteacher stated she would like it to be over 96%. The year 6 attendance was low due to persistent absentees. Q If the court case goes the other way how will it affect us? <i>A The LA will give advice on what Headteacher's should do. In the education act there is no figure of what good attendance is. If it does go in the father's favour the good attendance regulations will be revised.</i> Q Will the other 7 flags of languages spoken in school go up in the entrance of the school? <i>A Yes at the infants they have some up but there aren't 17. Some teachers have class ones of their languages.</i> Action: Miss Hayes to ensure all languages were represented around the school. Q Will there be a map of those countries? <i>A Yes. There is one due to go up in the Juniors.</i> The chair commented that the school was doing well in the sporting events undertaken. Q Do you encourage all teachers to take an after school clubs? <i>A We ask them to, but they have a choice and not all teachers do. Mr Spencer stated that this school was one of the best in the authority for varied clubs.</i> Parents do have to pay for some of the clubs to enable the school to pay coaches and resources; the chair offered to write a letter to those staff members that run the after	SH

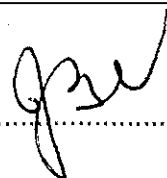
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Minute No.		Action By
	school clubs to thank them for their commitment on behalf of the governors. Action: the chair would write a letter of thanks on behalf of governors to those staff members giving up their time to run after school clubs. The Headteacher reported that with 102 members of staff there was a lot of training being undertaken. Q The achievement in the table, are they in percentages with cohorts in number? A Yes.	chair
38	<u>Financial Position and Other Resources Matters</u> It was noted that the school fund account was presented at the finance committee meeting held on 1 December 2017. <u>School Budget 2017/2018</u> Consideration was given to the school budget for the financial year 2017/2018 with the clerk explaining the time frame in terms of the budget for the council being set schools receiving indicative budget figures and formal approval by governors. The clerk informed governors that budget would be held on:- - Wednesday, 1 March 2017 from 6.30pm to 8.30pm at the Learning Development Centre, Enderby Road, Scunthorpe Action: the approval of the budget be deferred to the summer term meeting.	head
	<u>Schools Financial Value Standard</u> Governors were informed the SFVS had been completed and approved by the finance and personnel committee.	
39	<u>Governors' Monitoring</u> <u>Governor Training Record</u> Governor training was discussed and the Headteacher updated governors on the two in house sessions that have been requested; a response was awaited from Joanne Edgar regarding one course. Action: the clerk to follow up the in house training session requested through Joanne Edgar. The Headteacher reported that Janet Whitton (SIP) would be delivering learning walks training to governors on 6 March 2017 at 9.00am; she was booked in for the full day and the Headteacher stated she needed as many governors as possible to attend this. The SIP would look at theory work initially and would then go round school and carry out a learning walk with governors. The chair updated governors on the Gel online learning platform that is available to all governors. Action: the clerk would send the gel flyer to all governors.	Clerk Clerk
	<u>SEN Governor Report</u> A report by Mrs Hazelden was circulated for governor's information.	

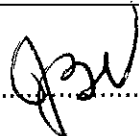
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Minute No.		Action By
	<u>Reports from Visiting Governors</u> Two reports were circulated from the chair; he had attended Big Talk delivery which started in the early years and worked up to years 5 and 6. This was taught very well and was age appropriate at each level; there were three children out of the whole school whose parents would not consent to their children being taught this.	
40	<u>Clerking and Governor Training Service Level Agreements</u> The clerk reminded governors that they had previously agreed to buy into the clerking and training SLA for a three year period from 2015.	
41	<u>SLA Online</u> The clerk drew governors' attention to the email which had been sent to all governors explaining how to book North Lincolnshire training courses online by accessing http://www.servicesforeducation.org.uk/Training. All governors would need to access the North Lincolnshire training courses online booking system. The school would need to access the site to check out any sessions booked onto. Action: the clerk would send governors the SLA Online user guide electronically.	Clerk
42	<u>Google Training</u> Miss Earl reported that school improvement said they weren't able to get on email and calendars; she had checked the system and everyone has logged on at some time. The Headteacher explained that Miss Earl could show governors how to connect to the email with laptops or mobiles devices etc. Mr Kent stated he had now downloaded the app and this was easier to use; Miss Earl added that governors could link the email to the Gmail app if downloaded to a phone. The chair stated Miss Boyd had suggested reminders for meetings. Mrs Cole stated she had set up the school calendar on her phone and this provided all the calendar information. The Headteacher stated that alerts could be set up on the calendar; Miss Earl stated that this would be set up through email invites where governors could accept or decline invitations and would receive notifications for this.	
43	<u>School Vision</u> Discussion took place at the last meeting which enabled the vision to be taken to staff and children; the feedback generally was that the vision was inspiring but wording a bit complicated. The school council has had a go at rewriting it but the items don't mean the same thing. Once the words were explained with their meaning the children understood it and staff want the children to learn the words that made up the vision. The children and staff were happy with the 'take risks' wording. The year 5 class wanted something adding about teamwork, helping others and sportsmanship; the vision has got a point about being at the heart of the community but this was not specific to teamwork. The school needs a vision statement that encompasses the whole vision. Action: governors agreed to add in an item about teamwork and approved the school vision.	Head

Chair's initials



Minute No.		Action By
44	<u>CPOMS</u> Mrs Hayes reported that CPOMS was a software programme that the school had bought into which records every piece of safeguarding information the school needs to hold; it was a reporting system and was now live for staff to utilise. It was very important that staff record all soft information that they hear as well as any incidents. The safeguarding team receive communications straight away when information was input onto the system; there were key holders assigned to the programme and the majority of staff members could log in to record information but could not view all pupils' data in school. Mrs Hayes stated that CPOMS had cut down the paper trail that was required and enabled instantaneous records to which a response could be made appropriately and timely. The system allowed for messages to be sent to the contact required. The SLT could analyse the information and pick out groups of children so when attending meetings quick reports could be accessed. Accident recording was also an option on the system. All information was on the screen and enabled patterns to be quickly identified; this was a big strength and invaluable in enhancing our safeguarding systems. CPOMS also enables support to prevent escalation. The Headteacher reported that the system tied in all the information such as attendance, behaviour incidents and accidents. The Headteacher and safeguarding team receives an email when there was an incident alert and there was an area to click to say they have read it which provided accountability. Mrs Hayes stated that actions could also be added to see who had carried out what for a specific child. The Headteacher stated that when a behaviour incident occurs and Team Teach was used on a child this could be recorded so the appropriate services could see all the information required. Miss Howlett stated that all staff were aware of what was going on across the whole of the school. Mrs Hayes gave an example of an incident and how effective CPOMS was in dealing with it. Q How do lunchtime staff report incidents? <i>A Lunchtime staff know who the safeguarding lead is and sometimes the class teacher records things; staff get briefed on lunchtime activities.</i> Governors will receive reports from CPOMS at future meetings. All staff understood the importance and was working well with it.	
45	<u>Reports from the Local Authority for Consideration</u> <u>School Holiday Dates 2018/2019</u> Following consultation with professional associations, neighbouring councils and dioceses the pupils'/students' school holiday dates for 2018/2019 had been agreed, copies of which had been previously circulated. Governors were reminded that schools would need to inform the LA of the five staff training days when the school would be open for staff training during the pupils'/students' holiday period (or equivalent twilight training sessions) as well as any changes to the holiday dates listed.	

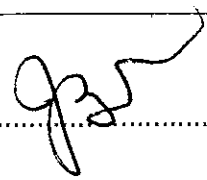
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	It was agreed the pupils' school holiday dates for 2018/2019 be received and noted. It was agreed the Headteacher would notify the local authority (email businesssupportteam@northlincs.gov.uk) of the dates of the five training days/twilight training sessions once these had been agreed.	Head
	<u>Pay Policy</u> A paper had been circulated with the spring term agenda reminding governing bodies that they were required to have a pay policy in place which formed the basis for the determination of teachers' pay and the procedure for any appeals. The paper enclosed a revised model pay policy incorporating support staff pay and conditions which complied with current statutory obligations and DfE advice. The paper also informed governors: • that the current model teacher appraisal policy had been reviewed and required no change; • that a full consultation with unions and teacher associations had been carried out regarding the new model pay policy • of the main changes to teachers' pay detailed in the School Teachers Pay and Conditions Document 2016, i.e. the 1% uplift to the minima and maxima of all the pay ranges and the 1% uplift to all TLR and SEN payments/allowances. The 1% uplift has been applied to all salaries and allowances. • of the following minor amendments which had been made: paragraphs 37 and 38 provide clarity for situations where head teachers take on extra responsibilities involving another school; paragraph 57 documents the advice provided concerning appraisals and long term absences • of the revised rate of pay for apprentices in accordance with the National Minimum Wage – where apprentices are under age 19 and in their second or subsequent year of apprenticeship, a locally determined rate applies which has been increased by the same percentage as the year one rate, i.e. 3.03% The governing board was asked to consider adopting the revised model policy. Should the governing board decide not to adopt the model pay policy then they would need to produce an alternative policy in consultation with the recognised teacher associations and trade unions. Community schools would be required to provide an alternative policy to the council which the council, as employer, was satisfied met the necessary standard. Any governing bodies who adopted an alternative pay policy were requested to submit a copy of their agreed pay policy to schoolsHRpolicy@northlincs.gov.uk. The revised model pay policy was approved. It was noted the current teacher appraisal policy had been reviewed and required no change.	
	Action: the Headteacher would inform staff members of the changes to the pay policy as soon as possible.	head
	<u>Disciplinary Procedure</u> A paper had been circulated with the spring term agenda stating that the disciplinary procedure last presented to governors in the summer term 2013 had been reviewed and revised to ensure it continued to reflect the latest legislation and statutory guidance. A minor amendment had been made to this robust procedure to provide greater clarity on	

Chair's initials 

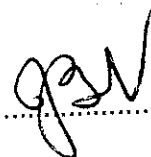
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	the rare occasions when employees are suspended on a precautionary basis.	
	The revised disciplinary procedure was approved. Action: the Headteacher would inform staff members of the changes to the disciplinary procedure as soon as possible	head
46	<u>Previous Minutes</u> Action: governors approved the following minutes which had been circulated with the agenda: governing board • 7 November 2016 safeguarding and premises committee • 1 December 2016 school improvement committee • 11 July 2016 (Berkeley Federation Governing Body) • 3 November 2016 • 12 January 2017 <u>Actions from 7 November 2016 board meeting</u> 17 – Edubase had an issue with the school name and it was difficult to make changes to update it to include the new Headteacher, new chair and saving new data 22 – this was discussed earlier and would be sent to parents It was reported that all other actions were completed; the caretaker had carried out online training for asbestos. <u>Matters Arising from the Minutes</u> Page 27 of the 7 November 2016 was missing from the printed minutes; the clerk offered to recirculate these by email. Action: the clerk would forward the autumn term minutes to all governors by email. 12 January 2017 The chair queried if the tapestry was working well; Miss Earl stated it was. The parent workshops were well attended and parents had requested a second session; staff would look at fractions with the parents and also schedule phonics and reading workshops. Q Is there a grammar booklet? <i>A Yes. This will be ready for parents evening.</i>	clerk
47	<u>Policies</u> Governors noted the following policies had not yet been approved by the safeguarding and premises committee and would be considered at the next committee meeting: • school complaints toolkit (item 27 refers) • complaints against governors toolkit Governors noted the following policies that were approved by the school development committee	head

Chair's initials



Minute No.		Action By
	• behaviour policy • marking and feedback policy • language policy • maths policy • calculation strategy Action: governors approved the following policies which had been emailed to them: • computing policy • English policy • EYFS outdoor play policy	
48	<u>Governors Code of Practice</u> The chair ran through the code of conduct with governors and asked if all governors were happy to sign their agreement. Action: governors agreed the code of practice. Action: Miss Boyd, Mr Gosling and Mr Holder still need to sign the governors' code of practice signature sheet. The Headteacher reported on the commitment required of governors and ensuring that we were all going in the right direction and the responsibility to ensure that governors make decisions based on their knowledge of the school. The Headteacher stated there should be a commitment from governors to get into school during the school day and this was currently an area of concern for them. It was asked that all governors commit time and work to ensure there was effective monitoring and evaluation of the work of the school. How governance works would be reflected in the Ofsted inspection on Leadership and Management. The Headteacher circulated a pack to all governors that was formed following a training session attended by the Headteacher; it talks about the key messages and outlines a list of inspector considerations, such as the 3 core functions, statistics, typical questions and quotes from the best school inspection reports. The Headteacher had reviewed some Ofsted reports to see the statements on governance and these statements were in the circulated paperwork. Governors discussed challenge and the ability to do this through learning walks, monitoring and book scrutiny. Governors could meet to go through data and pick the questions to ask. Governors discussed their own commitment and time that they could allocate and how this could be managed throughout the governing board. The Headteacher stated that a learning walk would be carried out in the morning of 12 May 2017 at 9.00am; governors should make every effort to attend. The Headteacher and chair reported that they wanted to set up a working party to look at governor monitoring and the form to be completed following a visit; it was felt this could be done on the day of the training on Learning Walks on 6 March 2017.	NB/TG/ TH/head

Chair's initials



Minute No.		Action By
49	<u>Dates of Future Meetings</u> Summer term meeting – Thursday 25 May 2017 at 5.00pm • safeguarding and premises – Wednesday 1 March 2017 at 5.00pm • safeguarding and premises - Thursday 4 May 2017 at 5.00pm • finance and personnel - Wednesday 1 March 2017 at 6.30pm • finance and personnel - Thursday 4 May 2017 at 6.30pm • school development – Friday 12 May 2017 at 1.15pm • appraisal – Tuesday 18 July 2017 at 1.15pm	
50	<u>Any Other Business</u> There was no other business to consider.	

GOVS/AA

Chair's signature

