



Carlton Miniott Community Primary School

Minutes of a Full Governing Body Meeting Wednesday 18th October 2017 at 6:00pm

Governors Present:

Pat Almond; Steve Crocker (Head); Chris Dale (Chair); Lorna Mallett; Joanne Carver; Liz Foster; Will Bailey

Others:

Andrea Devine (Clerk)

Actions Required from these Minutes

Ref No	Year 17/18	Subject	Person	Details
1	2.15	Agree Pay Policy	Clerk	Add to agenda
2	2.16	Determine head teacher and deputies salary	Clerk	Add to agenda
3	2.18	SEF	Head/clerk	Will Bailey needs copy of SEF
4	2.19	Ofsted and MAT	Head	Involvement of GB with Ofsted once school joins MAT

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the Headteacher to account for the educational performance of the school and its pupils;
- c. Overseeing the financial performance and making sure its money is well
- d. Governor Agreement

FGB 17/18	PART 'A' – PROCEDURAL	Ref No
2.1	<p><u>Welcome and Introduction</u></p> <p>The Chair welcomed everyone to the meeting that started at 6:00. Welcome to Will Bailey who will be joining the governing body as a parent governor.</p>	
2.2	<p><u>Apologies for absence and to determine whether absence should be consented to</u></p> <p>Apologies accepted from Alison Flouri and Anita Amesbury. GB CONSENTED to these absences.</p>	
2.3	<p><u>Completion of Business Interest Forms and declare any interests</u></p> <p>All declaration form have been completed.</p>	
2.5	<p><u>Urgent / Confidential Items</u></p>	



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	Staffing update and jobs Agenda – work for next meeting																																														
2.6	<p><u>Approval of Minutes from the 6th September 2017</u></p> <p>Minutes from 6th September approved and signed by the Chair.</p>																																														
2.7	<p><u>Matters arising</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Ref No</th> <th style="width: 10%;">Year 17/18</th> <th style="width: 20%;">Subject</th> <th style="width: 15%;">Person</th> <th style="width: 45%;">Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1.4</td> <td>BI Forms</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>2</td> <td>1.8</td> <td>Link Governors</td> <td>Clerk</td> <td>To be decided</td> </tr> <tr> <td>3</td> <td>1.9.2</td> <td>Parent Governor</td> <td>Head</td> <td>Done. Closes 26th October 2017</td> </tr> <tr> <td>4</td> <td rowspan="3">1.9.3</td> <td rowspan="3">Governor Training</td> <td>Head</td> <td rowspan="3">Courses have been booked</td> </tr> <tr> <td>5</td> <td>Head / Chair</td> </tr> <tr> <td>6</td> <td>Clerk</td> </tr> <tr> <td>7</td> <td>1.17</td> <td>SDP Monitoring</td> <td>Clerk</td> <td>Done</td> </tr> <tr> <td>8</td> <td>1.14</td> <td>SEF</td> <td>Clerk</td> <td>Done</td> </tr> <tr> <td>9</td> <td>1.20</td> <td>Ofsted</td> <td>Clerk</td> <td>Done</td> </tr> </tbody> </table>			Ref No	Year 17/18	Subject	Person	Details	1	1.4	BI Forms	Clerk	Completed	2	1.8	Link Governors	Clerk	To be decided	3	1.9.2	Parent Governor	Head	Done. Closes 26 th October 2017	4	1.9.3	Governor Training	Head	Courses have been booked	5	Head / Chair	6	Clerk	7	1.17	SDP Monitoring	Clerk	Done	8	1.14	SEF	Clerk	Done	9	1.20	Ofsted	Clerk	Done
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2.8	<p><u>Governor Vacancies</u></p> <p>1. <u>Allocations / Link Governors</u></p> <p>Pat Almond Proposed Liz Foster as Vice Chair. This was seconded by Jo Carver. It was AGREED that Jo Carver would be Vice Chair for a term of one year.</p> <p>The table below confirms the link governor allocation.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 50%;">Responsibility</th> <th style="width: 50%;">Governor</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Chris Dale</td> </tr> <tr> <td>Vice Chair</td> <td>Liz Foster</td> </tr> <tr> <td>SEN</td> <td>Will Bailey</td> </tr> <tr> <td>Safeguarding</td> <td>Alison Flouri</td> </tr> <tr> <td>Health & safety</td> <td>Alison Flouri</td> </tr> <tr> <td>Safer Recruitment</td> <td>Alison Flouri</td> </tr> <tr> <td>Complaints</td> <td>Chris Dale</td> </tr> <tr> <td>Appeals</td> <td>Pat Almond</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 50%;">Class</th> <th style="width: 50%;">Governor</th> </tr> </thead> <tbody> <tr> <td>Reception / Year 1</td> <td>Pat Almond</td> </tr> <tr> <td>Year 2</td> <td>Chris Dale</td> </tr> <tr> <td>Year 3 and year 4</td> <td>Liz Foster / Jo Carver</td> </tr> </tbody> </table>			Responsibility	Governor	Chair	Chris Dale	Vice Chair	Liz Foster	SEN	Will Bailey	Safeguarding	Alison Flouri	Health & safety	Alison Flouri	Safer Recruitment	Alison Flouri	Complaints	Chris Dale	Appeals	Pat Almond	Class	Governor	Reception / Year 1	Pat Almond	Year 2	Chris Dale	Year 3 and year 4	Liz Foster / Jo Carver																		
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	Year 5 and Year 6	Alison Flouri and Maj Bailey	
2.9	<p><u>Governor visits: feedback</u></p> <p>Governor visit forms have been completed and have been passed to the Head.</p>		
2.10	<p><u>Governor training: feedback</u></p> <p>Chris Dale is to attend the GSIN meeting in January. Induction training for new governors has been booked.</p> <p>Some joint training is to be arranged between Carlton Miniott School and Sowerby Community Primary School (Who are also joining the MAT). The training governors would like to see, in order of preference is:-</p> <p>Use of Resources Top Ten checks Five Current Key Policy Issues Succession Planning for Governors</p>		
2.11	<p><u>Safeguarding</u></p> <p>The health and safety advisor attended the school today and their report is to follow. The feedback was positive for the new fencing, caretaker and fire drill.</p> <p>GQ – Are there any outstanding issues? A – There is a programme of works in progress following recommendations from the previous report including works planned on the cloakrooms, communal areas and lighting.</p>		
2.12	<p><u>Academy Status</u></p> <p>There was a consultation with parent which ran from 25th September until 13th October 2017. Feedback from the consultation was circulated to governors during the meeting. There was one parent in attendance at both of the sessions and the feedback was positive. It is believed that low attendance was because there is overall support for academisation and parents trust the school and governing body to make the right decision. There haven't been any 'playground' concerns received from parents.</p> <p>GQ –What has been the reaction from staff? A – Mainly positive but there have been some concerns around TA holiday pay and other potential contract changes. The MAT will be following the same contracts that have been in place through the LA and there are no changes on conversion. If there are any changes in future, a consultation would be required.</p> <p>The governors agreed UNANIMOUSLY to issue this statement following the consultation.</p> <p><i>That following stakeholder consultation which ran from 25th September 2017 to 13th October 2017, the Governing Body has fully considered the feedback received, and has therefore agreed to continue the process to convert to academy status and join Elevate MAT, subject to on-going due diligence. The target date for conversion is 1st January 2018.</i></p>		



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	<p>There is a meeting 9th November 2017 with Sowerby CP School regarding TUPE. The first stage of due diligence has been completed. The TL, HR (staffing), budgets and buildings checks are to be completed. Once academised the school can bid for funding from the government to repair/replace windows.</p> <p>The school plan includes part of the footpath adopted by the council. There is a substation on the grounds which NYCC rent to an electricity company.</p> <p>NYCC will keep the land the pre-school/nursery is on and will lease the land to trust for 125 years with a shared access agreement. The legal process for this is ongoing.</p> <p>The school is in discussions with the nursery to become part of the school. The school is awaiting the nurseries interest to be confirmed by their committee. If agreed, this would go through due diligence and may affect the conversion date. This needs to be resolved before academisation. CD declared his position on Nursery Committee.</p>	
2.13	<p><u>Receive Budget Monitoring Report</u></p> <p>Bursar reports were circulated to FGB. These are in the process of being checked for accuracy by the new bursar.</p> <p>Academy budgets will run September to September rather than April to March. The School will have until Easter to do the closedown of finances. The conversion to an academy is cost neutral for the school. School funding is based on pupil numbers and the school has 15 more pupils than last year. This means that funding for 18/19 will increase. The school currently has 198 pupils so is at maximum capacity.</p> <p>GQ – How will change in budget dates affect the school? A – It will be much better for planning budgets as it follows the school calendar.</p> <p>Finance will be centralised in the MAT for all bills and they will be under a higher level of scrutiny. Budgets are ring fenced but are held by trust for individual schools.</p>	
2.14	<p><u>Review financial benchmarking</u></p> <p>Benchmarking was done yesterday and the bursar will check all figures and will discuss at the next meeting. Due to financial projections the School is in top 20% of County.</p>	
2.15	<p><u>Agree Pay Policy</u></p> <p>This year NYCC scale points have changed so policy has been amended.</p> <p>GQ – Will the MAT follow the same policy? A –the MAT will have their own pay policy but it currently mirrors NYCC. This may change in future to help recruit the best teachers to the schools in the MAT, if higher wages are paid. The pay will still come out of existing budgets.</p> <p>The leadership scale points were discussed but it was felt that the GB needed more information before making a decision. This will be carried forward to the next meeting. Information required on School grouping.</p>	



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	Action – Clerk to add to agenda	1
2.16	<p><u>Determine head teacher and deputies salary</u></p> <p>Carried forward to next meeting as HT performance not completed until Friday 20th October and pay policy is still to be agreed.</p> <p>Action – Clerk to add to agenda</p>	2
2.17	<p><u>SDP Monitoring</u></p> <p>Governors will look at the following areas</p> <ul style="list-style-type: none"> • Achievement – Pat Almond • Teaching and Learning – Alison Flouri • Safeguarding and Behaviour – New parent governor once appointed • Leadership and Management – Will Bailey 	
2.18	<p><u>SEF</u></p> <p>Liz Foster has emailed HT with some comments on SEF that was circulated in the previous meeting.</p> <p>Action - Will Bailey needs a copy of the SEF – Clerk/Head</p> <p>The SEF is an evolving document. It was agreed that the Head would submit a termly HT report and would attach the SEF to that. This will be for the GB meetings at the end of each term.</p>	3
2.19	<p><u>Ofsted</u></p> <p>Ofsted is due and the HT wanted to confirm availability of governors if they get notification of an inspection. Governors need to be able to discuss the SEF and SDP. Governors available are Alison Flouri (subject to authority from employer), Chris Dale (Diary commitments permitting), Pat Almond and Jo Carver.</p> <p>GQ – What is the GBs involvement with Ofsted once the school is part of MAT? A – HT to check and provide answer – Action</p>	4
2.20	<p><u>Inspection dashboard and school profile</u></p> <p>ASP (Replaced RAISE online) has been populated and should be available the end of November. School has purchased a school profile which has been circulated to governors. School is above national in every area except imagination which is a focus area. KS1 and KS2 compared with national.</p>	



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2.21	<p><u>Review pupil admission numbers return for County</u></p> <p>28 Reception pupils 198 Total in School which has increased. School only had 156 pupils 12 years ago.</p>													
2.22	<p><u>Policies</u></p> <p>School will adopt trust policies when it joins the MAT. Child protection – existing policy ADOPTED Complaints - existing policy ADOPTED Attendance - existing policy ADOPTED Homework - updated policy ADOPTED</p> <p>GQ – Has there been any negative feedback due to the new homework policy? A – There has been a few comments about short deadlines but this has been discussed and teachers will allow adequate time for homework tasks to be completed. If parents/pupils have time pressures, the homework club is available at school</p>													
2.23	<p><u>Events in School this term</u></p> <p>A newsletter has been issued containing all events and FOS are linked to the events</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">1st November</td> <td>KS2 Cross Country Competition</td> </tr> <tr> <td>6th November</td> <td>Y5/6 Football Competition</td> </tr> <tr> <td>23rd November</td> <td>Last swim for Y1</td> </tr> <tr> <td>1st December</td> <td>FOS Christmas Fayre</td> </tr> <tr> <td>6th December</td> <td>Y5/6 Sports hall Athletics competition</td> </tr> <tr> <td>13th/14th December</td> <td>Christmas Productions</td> </tr> </table>	1st November	KS2 Cross Country Competition	6th November	Y5/6 Football Competition	23rd November	Last swim for Y1	1st December	FOS Christmas Fayre	6th December	Y5/6 Sports hall Athletics competition	13th/14th December	Christmas Productions	
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2.24	<p><u>Dates for FGB meetings</u></p> <p>The meeting are now Wednesday evenings @18:00</p> <ul style="list-style-type: none"> • 18/10/17 • 8/11/17 • 10/1/18 • 21/2/18 • 28/3/18 • 9/5/18 • 20/6/18 • 11/7/18 													
2.25	<p><u>Correspondence/Thanks</u></p> <p>Chair has some cards for Mel to pass on thanks.</p>													
2.26	<p><u>Any other Business</u></p>													



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	<p>A teacher has been absent but a return to work plan is to be discussed. Thanks to Lorna Mallet for taking on extra duties during this period.</p> <p>Louise Krier has been appointed temporarily as a business support administrator. This post is temporary until the trust decides what requirement the school needs.</p> <p>New systems will be adopted by the academy and full staff training will be given, This should make succession planning easier in future.</p> <p>There will be a health and safety focus next meeting and a security assessment is to be completed by Alison.</p>	
	Meeting Closed at 7.37pm	

Signed

Dated