

**Approved Minutes
Meeting of the Governing Body (GB) of
WEST JESMOND PRIMARY SCHOOL (WJPS)
Tuesday 22 May 2018**

Present:

Jane Edminson (Chair)
Arlene Ainsley, Ishy Bruce, Laura Cordy, Ayesha Hafiz, Jill Hetherington,
Cathy Hogan, Dominic Martin (Head of School), Rebecca McVittie (Associate
member), Xanthe Mills, Laura Robb, Gary Wallis-Clarke (Executive Headteacher)
and Laura Ward

Governors in post - **19**; quorum - **10**; governors present – **12** (and 1 Associate
member)

The meeting was quorate

In attendance:

Claire Hepple ~ Governor Services

1. Welcome

The Chair welcomed everyone to the meeting at 6.03pm. She thanked Laura Robb,
Joint Vice Chair, and other governors for managing the GB in her absence.

2. Apologies for absence

Apologies for absence had been received and were **accepted** from Julia De Soyza,
Adam Goldwater, David Griffiths, Jodie Leeson, Paul Simpson and Nicky Wise.
Following a recommendation made to the Chair in her role at another school, the
reasons for governors' absence from the meeting were shared.

Henry Cave was absent and had not sent apologies for his absence. It was **agreed**
that the Chair would contact Henry to discuss his availability to attend future
meetings.

Action: Chair

Governors discussed the need for more members of the Finance and Premises
Committee; Ayesha Hafiz responded and governors **agreed** her membership of the
Committee.

3. GB Appointments / membership update

Local Authority Governor

Arlene Ainsley's term of office as Local Authority Governor would end on 30
September 2018. Arlene indicated her wish to continue in the role and governors
agreed her reappointment from 1 October 2018.

Co-opted Governors

Governors were informed that Lee Cranston had resigned from the GB; he was
thanked for his contribution.

Paul Simpson's term of office as a Co-opted Governor would also end on 30

September 2018. Paul had expressed the wish to remain in the role and governors **approved** his reappointment from 1 October 2018.

Foundation Trust Governor

Nicky Wise's term of office as a Foundation Trust Governor would end on 30 September 2018. The Chair would contact Nicky to ascertain her views about continuing as a Foundation Trust Governor.

Action: Chair

Associate Member

Governors **agreed** the appointment of Rebecca McVittie, Deputy Headteacher, as an Associate Member of the GB.

4. Declaration of Interests / GB Code of Conduct

There were no revisions to interests previously declared.

5. Identification of additional items not on the agenda

There were no additional items identified.

6. Draft minutes of previous governing body meeting

The draft minutes of the GB meeting held on 27 March 2018 were attached and **approved** with no confidential items declared.

Jill Hetherington joined the meeting, 6.12pm.

7. Matters arising from the above minutes

Apologies for absence (page 1)

It had been agreed earlier in the meeting that the Chair would contact Henry Cave regarding his attendance at meetings.

GB Appointments / membership update (page 3)

- Governor Services had contacted the administrator of the Ouseburn Learning Trust about Jill Hetherington's reappointment as a Foundation Trust Governor. It was noted that a Trust Board meeting would take place the following day.
- It had previously been noted that the Chair would contact Nicky Wise regarding her possible reappointment as a Foundation Trust Governor.

Matters arising from the above minutes (pages 2 and 3)

- Adām Goldwater would visit Year 1 the following day and produce a report of his visit.

Action: Adam Goldwater

- Arlene Ainsley and Paul Simpson would visit Year 5.

Action: Arlene Ainsley and Paul Simpson

- The Executive Headteacher informed governors that a discussion had taken place at a recent meeting of Headteachers of Trust schools about a possible standardised Admissions Policy for use by schools in the Trust. He advised that the school would consult stakeholders in the autumn term 2018, however, it was

likely that admissions would continue to follow the Local Authority (LA)'s Coordinated Admissions Scheme for the annual Reception and transfers round.

The Executive Headteacher also noted there had been discussions about the availability of places in Early Years. The school's Reception class 2018 was fully subscribed, however, some schools in the Heaton area of the city had spare places in Reception.

A governor asked whether any schools in the city guaranteed a place in Reception for children who had attended their Nursery. The Executive Headteacher replied that it was possible that some academies may offer this or schools with provision for 3 – 19 year olds may also offer this.

- Year group monitoring arrangements had been added to the agenda of this GB meeting.
- Laura Robb had liaised with governors regarding the governor monitoring day to be held on 23 May.
- Dominic Martin would email The West Jesmond Curriculum to governors.

Action: Dominic Martin

School Improvement (page 7)

- It was confirmed that members of the Pupil Support Committee had discussed the tracking of pupils' progress in individual subjects and in Prior Attainment Group (PAG)s.
- **The Chair asked whether Margaret Armstrong, the school's Improvement Partner, would present a report to the GB this academic year.** Dominic Martin noted that Margaret's spring term report had been tabled at the GB meeting in March and her findings highlighted. **Whilst it was noted that a visit to the GB would incur extra cost to the school, the Chair felt that it was good practice to hear from the school's partner for external support. Governors felt that Margaret's report had been sufficiently detailed, however, they would review the need for a presentation to the GB during the next academic year.**

Dates and times of future GB and Committee meetings (page 10)

The date of the next GB meeting (10 July) was discussed in relation to the availability of analyses of SATs results. Whilst this date would not permit sufficient time for a detailed analysis of results, it was decided to retain this date. The date of the second GB meeting of the summer term 2019 would be arranged for later in July.

Jill Hetherington confirmed that she would organise a meal for the evening of 10 July and would invite Lee Cranston.

Action: Jill Hetherington

8. Data Protection

The following documents had been emailed to governors prior to the meeting:

- General Data Protection Regulations (GDPR) A Guide for Parents and Families
- Subject Access Request Form
- Data Breach Reporting Policy (The Quayside Teaching Alliance)
- Data Breach Reporting Policy (West Jesmond Primary School)

- Data Protection Policy (The Quayside Teaching Alliance)
- Data Protection Policy (West Jesmond Primary School)

An update was provided:

- Staff had received training from Gateshead LA.
- The school and The Quayside Teaching Alliance had been registered as separate entities with the Information Commissioner's Office (ICO) thereby simplifying the organisation of data.
- Dominic Martin advised that the documents emailed had been amended to apply to a school setting; governors **agreed** the policies circulated. **The Chair noted that she felt reassured that the school had purchased a data protection Service Level Agreement from Gateshead LA.**
- Agreements with third party users of data would be drawn up. There was an issue with the use of Seesaw by the school. **In response to a query**, Dominic Martin explained that SeeSaw held class lists and provided a means by which pupils could upload their work. **Responding to a further query**, Dominic advised that the data, held in the United States of America, was retained by the system once a pupil moved from one class to another. Seesaw had claimed that it was GDPR compliant, however, the Data Protection Officer at Gateshead LA had informed the school otherwise. Dominic advised that data held by Seesaw was not of a sensitive nature because pupils' names were abbreviated.

A governor asked if there would be the risk of a complaint to the school if the data were lost. Dominic replied that because Gateshead LA had checked SeeSaw and found it to be non-compliant, liability for its continued use would remain with the school. If a company was compliant with GDPR, Gateshead LA would accept liability. Dominic stated that the school needed to understand in what way SeeSaw was non-compliant.

A governor asked about the approach taken by school with parents who did not allow their child's photograph to be taken. Permission had been sought from parents for their children to be included in class photographs. If permission was not received, those children would be excluded from the photograph.

It was **agreed** that a small group of governors would be formed to make decisions on data protection issues; Ishy Bruce, Jill Hetherington and Paul Simpson would form this group.

9. Quayside Teaching School Alliance

Quayside Teaching School Alliance, Termly Update for Governors, May 2018, had been circulated prior to the meeting.

The Executive Headteacher highlighted the following:

- All members of the Ouseburn Learning Trust had become official members of the Alliance.
- The update provided details of CPD in areas of music, science, Analyse School Performance (ASP) and data dashboard.
- The Executive Headteacher had presented the summer and autumn term Continuous Professional Development (CPD) offer to Headteachers at a Directors briefing on 2 May. He circulated a pack 'The Quayside Teaching School Alliance

– Newly Qualified Teacher (NQT) Training and Accreditation’ to governors which had been distributed to attendees at that meeting. The 2018 – 2019 offer from the Alliance had been very clear and its focus was CPD, National Professional Qualifications and NQT accreditation. The Executive Headteacher commented that Ian Dawson, LA Head of School Effectiveness, had been very complimentary about the school’s offer. Dominic Martin observed that the reputation of the Executive Headteacher had given the offer gravitas and the Executive Headteacher stated that he would be held to account as it was under his name.

The Chair asked how the pack could be more widely distributed and was informed that the pack had already been circulated to colleagues in independent schools and at Northumberland Council. It was likely that the Alliance may offer National Professional Qualification for Senior Leadership (NPQSL) as this was unavailable elsewhere. The Teaching School would receive £250 for each candidate completing the training from the total cost of £750. North East Teaching Schools Partnership (NETSP) would take £500 for copyright of materials and licencing the qualification.

- Dominic had undertaken much work on an application for Bid Round 3 of the Strategic School Improvement Fund (SSIF) worth £280,000 to support seventeen schools identified by the Department for Education (DfE) as needing support. Rebecca McVittie would spend one day as project management lead. Administrative support would be provided by Wendy Mar, School Business Manager and Dominic Martin and the Deputy Headteacher of Sacred Heart High School would be project coordinators.
- The Alliance would consider support required by schools in Ponteland which would offer Year 6 provision from September 2018.
- An interview for the final School Direct trainee place would be held on 25 June 2018. There were seven applicants from across the Alliance, all of whom had been endorsed by their Headteachers.
- This was the third year of the Teaching School and a payment of £40,000 would be received. The school had received £60,000 for the first year and £50,000 for the second year. At the end of the third year, a decision would be reached about whether to continue as a Teaching School and, should it continue as a Teaching School, a further payment of £40,000 would be received. It was noted that the scheme could end at any time with immediate effect.

The Chair asked about the impact and benefits for the school. The Executive Headteacher replied that the financial benefit to the school was important because, in future, all schools would need to generate income as their budgets became increasingly challenged. He advised that a large percentage of the £22,500 of income for the five Schools Direct students was retained by the school. In 2018 – 2019 there would be ten Schools Direct students and a corresponding increase in income. **The Chair requested that impact and benefits be highlighted in future reports.**

Action: Executive Headteacher

A governor asked if the Teaching School featured in the School Development Plan (SDP). The Executive Headteacher responded that he was currently undertaking the National Professional Qualification for Executive Leadership (NPQEL) which would focus on the integration of a business development strategy. Dominic Martin remarked that the school had actively engaged, fulfilled a moral

purpose and was a force of significance.

At recent Teaching School meetings attended by Dominic Martin and Rebecca McVittie, it had been clear that Damian Hinds, Secretary of State for Education, had begun to consider the value for money of Teaching Schools.

A governor asked whether staff felt fully supported with the day to day operation of the school. The Executive Headteacher responded that he had discussed this with staff. A large leadership team had been created in order that the school should run appropriately with three Assistant Headteachers and a Director of Music. Rebecca McVittie stated that the model worked well. Dominic Martin advised that the Executive Headteacher ran a weekly briefing session with staff.

10. Policy Review

There were no further policies to be reviewed; policies relating to data protection had been discussed and approved earlier in the meeting, (Item 8).

11. Ouseburn Learning Trust Update

The School Improvement Report for the Headteachers and Trust Board of the Ouseburn Learning Trust was tabled.

- At the Headteacher's group, curriculum and assessment of the wider curriculum had been identified as priorities. Priorities would be agreed at the Trust Board meeting to take place the following day. The Executive Headteacher commented that other Headteachers had readily discussed key aspects and had appreciated the opportunity to talk to others who were not their school's Improvement Partners.
- The Executive Headteacher worked for one day each week nominally to run School Improvement Strategy across the Trust. The Executive Headteacher would present this document the following day.
- The Executive Headteacher drew governors' attention to the suggested recommendations for future priorities.
- Appendix 2 listed comments on current data priorities. The Executive Headteacher advised that attainment was not an issue, however, there was an issue with SEN support across the Trust. The school had received money from the LA for SEND, for peer evaluation and family support through two separate successful bids.
- The Executive Headteacher also noted that he had had a good meeting with the Headteacher of Heaton Manor School.

In response to a query, the Chair reported that she had met with a representative from the Department for Education earlier that day and that academisation of Heaton Manor School would not take place in July 2018 as there remained much work to do.

12. Reports from committees / individual and link governors / governor activities and visits / governor development and training / GB self-evaluation

The following reports had been circulated prior to the meeting:

- Finance and Premises Committee meeting minutes, 20 March 2018
- Finance and Premises Committee meeting minutes, 8 May 2018

The Personnel Committee meeting minutes, 2 May 2018, and Pupil Support Committee minutes, 12 March 2018 were tabled.

Governors noted the content of the reports.

13. Year Group arrangements for governor monitoring 2018 – 2019

Governors were advised that Laura Robb would support the Chair in an informal Co-Chairing role during the summer term.

The Chair felt that the monitoring of key priorities via year groups had been less successful of late and that there was a need to consider this for the next academic year. The Chair thanked Laura Robb for organising recent governor monitoring days and for the speedy production of subsequent reports. The governor monitoring visit to take place the following day would have a tight focus and would not depend upon year group links. Dominic Martin felt that the model could be replicated for year group visits and suggested that it be organised by phases rather than year groups.

The following issues would be discussed at the next GB meeting and governors were asked to communicate their ideas to the Chair and Laura Robb in advance of the meeting:

- Governor monitoring by year groups / phases
- Governor monitoring of school improvement
- Organisation of committees
- Agenda plans of committees
- Timing of committee meetings
- Whether attendance of Executive Headteacher and Head of School at each GB meeting was necessary and how each may report from different perspectives

Action: Governors

14. Financial Items

Budget 2018 – 2019

E3 2018 – 2019 Scenario 2 had been circulated prior to the meeting.

Members of the Finance and Premises Committee had reviewed the budget on two occasions. The Headteacher highlighted the following figures:

- The school would receive a total of £2,073,090 in formula funding.
- £144,840 surplus had been carried forward from 2017 – 2018.
- The total income on the E3 report was £2,217,930, this was incomplete.
- A balance of £71,180 was a conservative figure and yet very strong.

A governor asked if the school would be allowed to retain the surplus. The Executive Headteacher replied that any surplus of less than 8% of the total budget could be retained by the school. **The Chair observed that whilst expenditure was £70,000 greater than income received in formula funding, the balance achieved through surplus from 2017 – 2018 was nevertheless good.**

Governors **approved** the budget. Wendy Mar was thanked for her work to maintain a healthy school budget.

Service Level Agreements / Contracts 2018 – 2019

Governors **ratified** SLAs which had been approved by members of the Finance Committee.

Scheme for Financing Schools

A revised version of the Scheme for Financing Schools had been circulated to governors via email. Paul Simpson, Chair of the Finance Committee, had reviewed the Scheme and had been happy to recommend it for use by the school.

Feedback from submission of Schools Financial Value Standard (SFVS) to LA

The Executive Headteacher credited Lee Cranston for his challenge of elements within the SFVS. It was reported that there had been no significant feedback received from the LA.

15. Safeguarding / health and safety / risk management items

There were no issues reported.

16. School term and holiday dates 2018 – 2019

A Community Schools Calendar for 2018 – 2019 had been circulated prior to the meeting. Governors **agreed** that the school would follow the term dates as published on the Community Schools Calendar and **agreed** the following non-teaching dates for 2018 – 2019:

- 3 September 2018
- 4 September 2018
- 21 June 2019

Governors were invited to the school on the morning of 3 September 2018 to hear the school headlines and look at the School Improvement Plan. The non-teaching days in September would focus on assessment of foundation subjects.

17. Dates and times of next governing body meeting

The next GB meeting would be held on 10 July 2018, 5.45pm for 6pm. The Executive Headteacher gave advance apologies for his absence from this meeting.

18. Dates and times of GB meetings 2018 – 2019

The following dates and times of GB meetings in 2018 – 2019 were **agreed**:

- 9 October 2018
- 4 December 2018
- 29 January 2019
- 26 March 2019
- 21 May 2019
- 16 July 2019

All meetings would begin at 5.45pm for 6pm.

19. Local Authority reports – summer term 2018

The following summer term reports had been circulated prior to the meeting:

- School Admissions – Determination of Arrangements
- Update on HR Issues

School Admissions – Determination of Arrangements

The report gave governors advance notice of key dates for admission arrangements.

- Schools were required to consult with stakeholders on admission arrangements every 7 years, even if there had been no change to those arrangements. The consultation period would be for six weeks between 1 October 2018 and 31 January 2019. A list of statutory consultees appeared in the report.
- GBs must meet before 28 February 2019 to formally agree 2020 – 2021 admission arrangements.
- Admission arrangements for 2020 – 2021 must be published by 15 March 2019 alongside admission arrangements for 2018 – 2019 and 2019 – 2020.
- The deadline for the LA to refer non-compliant admission arrangements to the Office of the School Adjudicator was 15 May 2019.

The school would need to consult with stakeholders in the autumn term 2018 for admissions 2020 – 2021. The Executive Headteacher noted that he would be interested to receive the views of parents. He advised that there had been many sibling link admissions to Reception 2018 and that Newcastle was one of few LAs to maintain sibling link criteria, the effect of which had been that pupils were drawn from all areas of the city and beyond. 86 parents of Reception pupils to be admitted in 2018 had selected the school as their first choice, for 1 parent the school had been second choice and for 3 parents the school had been their third choice.

It was noted the governors would need to approve the Admissions Policy 2020 – 2021 at the GB meeting on 29 January 2019.

Update on HR Issues

The following points were highlighted in the report:

- The Childcare Voucher Scheme had been extended to the end of September 2018.
- Elements in lieu of notice would be subject to taxation.
- Whilst Unison and GMB had voted to accept the pay award for support staff and Unite had voted against acceptance, the pay award had been implemented in April.
- De-delegation would continue for Trade Union Facility Time in 2018 – 2019.
- Dates for Safer Recruitment training were 13 July 2018, 15 October 2018 and 15 January 2019.

The Headteacher advised that the school automatically bought into Trade Union Facility time and that it now paid half the amount which was in line with the national average.

The report was referred to the Personnel Committee for further consideration.

Action: Personnel Committee

There was no further business; the Chair thanked governors for attending and closed the meeting at 7.50pm.

Signed.....*Jane S*..... Date.....*10/7/18*
Chair of Governors