

**Approved Minutes
Meeting of the Governing Body (GB) of
WEST JESMOND PRIMARY SCHOOL (WJPS)
Tuesday 11 October 2016**

Present:

Jane Edminson (Chair),
Julia De Soyza, David Griffiths, Jill Hetherington, Xanthe Mills, Laura Robb,
Freda Summerfield, Gary Wallis-Clarke (Headteacher) and Nicky Wise.

Governors in post - 16; quorum - 8; governors present – 9
The meeting was quorate

In attendance:

Nicola Chaplin	~	Chair of Governors, Ivy Road Primary School, Forest Hall, Newcastle upon Tyne
Andy Gaskell	~	Trust Manager, Ouseburn Learning Trust, from the beginning of the meeting until 6.34pm
Claire Hepple	~	Governor Services
Sue Watts	~	Headteacher, Ivy Road Primary School, Forest Hall, Newcastle upon Tyne from beginning of the meeting until 8.10pm

1. Welcome / Introductions

The Chair welcomed governors and visitors to the meeting which opened at 6.03pm. A round of introductions took place for the benefit of Nicola Chaplin and Sue Watts from Ivy Road Primary School and for Andy Gaskell from the Ouseburn Learning Trust.

2. Apologies for absence

Apologies for absence had been received and were **accepted** from Arlene Ainsley, Clare Byatt, Henry Cave, Deb Hainsworth, Cathy Hogan, Dominic Martin and Paul Simpson.

3. Declaration of Interests

Governors had received a Register of Interests 2016 – 2017 form for completion in advance of the meeting. Governors were asked to provide details of any pecuniary and personal interests which may have a bearing on their role as a governor and any governance roles in other educational institutions. It was noted that this information would be published on the school's website. Governors were also asked to furnish additional information which was required for the Department for Education's register of educational establishments; Edubase; this information would not be publically available.

Completed Register of Interests forms received by the Clerk would be scanned and emailed to the Headteacher.

4. Appointments / membership update

The Chair informed governors that there were vacancies for two Co-opted Governors and two Parent Governors. The Co-opted Governor vacancies had arisen following the resignations of Gavin Aarvold and Sue Knight.

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A suggestion to consider Lee Cranston as a Co-opted Governor had been made by the Headteacher. Mr Cranston, an accountant, who had worked for several organisations, had expressed an interest in training to become a School Business Manager. The Chair had met Mr Cranston to discuss the role of the Co-opted Governor and had underlined the importance of governors being able to hold the Headteacher to account. **A governor asked whether Mr Cranston was a parent and for his age;** Mr Cranston did not have children and was in his 30s. Governors **agreed** that Lee Cranston should be invited to join the GB as a Co-opted Governor.

Action: Chair

The vacancies for Parent Governors had been advertised and were expected to be filled later in the term.

5. Identification of additional items not on the agenda

Two additional items were identified:

- i. A revised Safeguarding and Child Protection Policy, 2016 – 2017 would require the approval of the GB; this would be dealt with at Item 12, Policy Review.
- ii. The school had received letters from solicitors; this matter would be dealt with near the close of the meeting.

6. Election of Chair and Vice-Chairs

The Chair and joint Vice-Chairs' terms of office had expired and governors were requested to make new appointments for these positions.

Election of Chair

Jane Edminson had expressed an interest in the role of Chair; no other expressions of interest or nominations for this position were received.

Jane Edminson left the meeting at this point to allow governors time to discuss the appointment.

Governors unanimously **agreed** to elect Jane Edminson as Chair of governors.

Jane Edminson returned to the meeting and was congratulated upon her re-election. Jane informed governors that this would be her seventh year as Chair and, whilst the National Governors' Association (NGA) recommended that a Chair serve for no longer than six years, she felt that eight to ten years represented her personal limit.

Election of Vice-Chairs

Laura Robb and Nicky Wise had expressed their interest in roles as joint Vice-Chairs; no further expressions of interest or nominations for this position had been received.

Laura Robb and Nicky Wise left the meeting at this point to allow governors time to discuss the appointments.

Governors unanimously **agreed** to elect Laura Robb and Nicky Wise as joint Vice-Chairs.

Laura Robb and Nicky Wise returned to the meeting and were congratulated on their appointments. The Chair noted that two people in the role of Vice Chair had worked well and thanked Laura and Nicky for their great support over the previous year.

Item 13, Trust Update, was brought forward at this point in the meeting.

Ouseburn Learning Trust Manager's presentation

Trust Manager's Academic Year Report, September 2015 – September 2016 was tabled.

Andy Gaskell, Ouseburn Learning Trust Manager, presented his annual report to governors. Andy highlighted the following:

- The political world had changed since Andy's last update to the GB and there was a new Secretary of State for Education in place.
- Andy felt that headteachers ran fantastic schools which were both autonomous and collaborative.
- The Trust had functioned well and had addressed the three core elements: Music and Arts, Transition and Health and Well-Being.
- The Trust had two new members of staff: a Science Technology Engineering and Mathematics (STEM) Learning Co-ordinator and a Trust Administration Assistant.
- The first set of proper accounts would be audited later this term.
- The Trust had £48m in land and assets, however, the full transfer from the Local Authority (LA) to the Trust had yet to be completed; difficulties with regard to Private Finance Initiative (PFI) schools had delayed the process.
- A 'Cooking for All' project had been launched in summer 2016. The Parent Teachers Association had pledged to match funding towards the project and the Friends of WJPS had contributed £1,000.
- A 'Kids Kitchen' project had helped children from different schools in the Trust join together to learn practical cooking skills which they could share with their families.
- The Trust would find out whether it had been shortlisted for the 'People's Project' on 14 October 2016. A public vote for their preferred project via Tyne Tees Television could see the successful project receive £50,000.
- A Trust Staff Social event would be held on 14 October 2016.
- The Careers Fair had been a great success attended by 13 fantastic contributors.

With regard to the Careers Fair, a governor asked if Andy would change anything to which he replied that he felt that the Heaton Manor School pupils should receive an Enterprise qualification in recognition of their work. Heaton Manor pupils were acknowledged as great ambassadors for the Trust.

A governor asked who the contributors were; Freda Summerfield, Parent Governor, had been one of the contributors.

The Headteacher observed that small tangible things made a difference to pupils' aspirations and gave the example of 'dream jars' which contained pupils' thoughts about their future careers. Year 6 pupils would visit Heaton Manor school the following Friday.

A governor asked if the Trust had received any direct contact from families; Andy replied that it had not. He added that he had attended school assemblies and Parents Evenings. The Headteacher advised that parents of new pupils to the school had been made aware of the partnership of schools; the Headteacher and Deputy Headteacher discussed the Trust with parents.

As evidence of an increasing focus on school improvement, the Headteacher said he had attended Learning Walks for Maths at Chillingham Road School and a Trust-wide learning and development session for teachers would be held before half term.

Governors thanked Andy Gaskell for his presentation.

Andy Gaskell left the meeting at 6.34pm.

7. Review of:

a) Governing Body Procedures 2016 – 2017

A draft version of the Governing Body Procedures 2016 – 2017 had been circulated prior to the meeting and was reviewed by governors. Governors **agreed** to follow the procedures.

b) Governors Code of Conduct

A revised version of the governors' Code of Conduct had been circulated prior to the meeting. The Code of Conduct included reference to Regulation 2 of the School Governance (Constitution and Federations) (Amendment) Regulations 2016 requiring governors to complete applications for enhanced Disclosure and Barring Service (DBS) and to the requirement that pecuniary interests or other business interests should be published on the school's website. Governors **approved** the Code of Conduct and signed their agreement to abide by it.

c) Confirmation of structure and membership of GB committees

A list of proposed committees and their memberships had been circulated prior to the meeting. It was noted that an Admissions Committee would also be required.

Governors **agreed** the following committees and membership:

Admissions Committee

Jane Edminson
Jill Hetherington
Laura Robb
Paul Simpson

Personnel

Laura Robb (Chair)
Henry Cave
Jane Edminson
Cathy Hogan (from February 2017)
Gary Wallis-Clarke
New Governor

Finance and Premises

Paul Simpson (Chair)
Henry Cave
Lee Cranston
Jane Edminson
David Griffiths
Gary Wallis-Clarke

Curriculum

Nicky Wise (Chair)
Clare Byatt
Jane Edminson
Dominic Martin
Laura Robb
Freda Summerfield
New Governor

Pupil Support

Arlene Ainsley (Chair)
Julia De Soya
Deb Hainsworth
Jill Hetherington
Dominic Martin
Freda Summerfield
Nicky Wise
Assistant Head as needed

Data (as needed)

Dominic Martin
Other governors as needed
Assistant Head as needed

Pay Review

Jane Edminson
Xanthe Mills
Laura Robb

Headteacher's Pay Review

Jane Edminson
Xanthe Mills
Nicky Wise

d) Plan for monitoring / Links 2016 – 2017

Draft governor monitoring / information gathering plan 2016 – 2017 had been circulated prior to the meeting.

The following Link Governor arrangements were **agreed**:

Safeguarding: Henry Cave

Vulnerable Pupils:	Julia De Soyza
Arts Mark:	Nicky Wise
PE:	Freda Summerfield
IT/Website:	Paul Simpson
Leadership: (inc. Teaching School)	Jane Edminson, Laura Robb and Nicky Wise

Julia De Soyza would meet Dominic Martin to discuss the role of the Link Governor for Vulnerable Pupils.

Action: Julia De Soyza

A governor questioned whether a conflict of interest existed for Paul Simpson as LA ICT Manger (Service Operations) and his role as IT Link Governor. Both the governor and Chair agreed that Paul Simpson handled both roles professionally. It was **agreed** that in the interests of both Paul Simpson and the school, another governor would be Link Governor for IT alongside Paul. David Griffiths volunteered for the role.

Link Governors for year groups would be organised by the Chair. The Headteacher would advise staff about the role of their year group Link Governor and inform them who their year group Link Governor was.

Action: Chair and Headteacher

The Chair stated that Link Governors for year groups would be expected to visit their year group in the autumn term and to visit their year groups on 10 February 2017 and 6 June 2017 to talk to the teacher, pupils and to look at books. Link Governors would produce reports for the GB at the end of their spring and summer term visits.

Action: Link Governors for year groups

e) Delegation Arrangements

A revised version of delegation arrangements for 2016 – 2017 based upon the National Governors' Association (NGA) template had been circulated prior to the meeting. Delegation levels previously agreed by governors had been highlighted.

The GB **agreed** the following new delegation levels and changes to existing levels:

- Function 2: To agree annual action plans and monitor how school premiums are spent to be delegated to the **Curriculum Committee**.
- Function 9: Ratify or reject decisions of appointed selection panels to be delegated to the **GB**.
- Function 27: To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum to be changed from the Headteacher to the **Curriculum Committee**.
- Function 29: Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based to be delegated to the **Headteacher**.

- Function 39: To produce a set of written principles for the school behaviour policy and present these for consultation. This had previously been delegated to the Appeal Committee; delegation at committee level had since been legally blocked. This function was delegated to the **GB**.

The Chair and Laura Robb would locate the written principles which this function referred to.

Action: Chair and Laura Robb

- Function 42: To carry out consultation where changes to admission arrangements are proposed, or the GB has not consulted on their arrangements in the last 7 years to be delegated to the **GB**.
- Function 44: To establish and publish an admissions appeal timetable to be delegated to the **Admissions Committee**.
- Function 47: To ensure health and safety policy and procedures are in place to be changed from the GB to the **Pupil Support Committee**.
- Function 55: To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office to be delegated to the **Personnel Committee**.
- Function 58: To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals to be delegated to the **Pupil Support Committee**.
- Function 59: Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met to be delegated to the **GB**.
- Function 60: To establish, publish and review a complaints procedure to be delegated to the **Pupil Support Committee**.
- Function 62: Ensure focus on three core strategic functions to be delegated to the **GB**.
- Function 67: To appoint local authority governors to be delegated to the **GB**.
- Function 69: To set the structure and remit of the GB and any committees including governor appointment details, terms of office and attendance record to be delegated to the **GB**.
- Function 70: To publish the structure and remit of the GB and any committees including governor appointment details, terms of office and attendance record to be delegated to the **Headteacher**.
- Function 71: To submit governor information to the DfE database of governors via Edubase to be delegated to the **Headteacher**.
- Functions 75 – 82: covering GB roles, Formal Collaboration, Academies and Federations to be delegated to the **GB**.
- Function 83: To publish and update at least annually a SEN information report to be delegated to the **Headteacher**.
- Function 84: To designate a qualified teacher to be responsible for co-ordinating SEN provision to be delegated to the **Headteacher**.
- Function 85: To appoint a designated teacher for looked after children to be delegated to the **Headteacher**.
- Function 87: To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the child protection policy to be

delegated to the **GB**.

- Function 88: To adopt and review annually a child protection policy and relevant procedures to be delegated to the **Pupil Support Committee**.

f) Governing Body Training Needs

Governors' attention was drawn to the middle section of GoverNews, September 2016, which contained details of training courses provided by the LA.

The Chair stated that any training needs could be financed using the Chair's National Leader of Governance (NLG) monies.

8. Draft minutes of previous governing body meeting

The draft minutes of the GB meeting held on 12 July 2016 were attached and **approved** with no confidential items declared.

9. Matters arising from the above minutes

The Chair advised that any issues related to car parking could be dealt with during Pupil Support Committee meetings.

Matters arising from the above minutes: Identification of any additional items not on the agenda: Maintenance of school building (page 2)

The water fountains had been repaired to the PFI required standard.

Headteacher's Report (page 3)

A governor asked if there had been any issues in school as a result of the UK's decision to leave the European Union. The Headteacher replied that a parent of a pupil had selected the option 'Prefer not to say' in response to the Country of Origin question.

Headteacher's Report (page 3)

The Headteacher expressed his disappointment that the school had not heard from organisers of Mastery of Maths, the National Centre for Excellence in the Teaching of Mathematics (NCETM). **A governor therefore queried how the £41 million, designated for the project, had been spent.**

Kevin McVittie, Assistant Head for School Improvement and Master of Maths, may give a presentation to governors in the spring term.

Achievement Partner's Report / Notes of Visit (page 6)

The Headteacher would meet Karen Smith, the school's Achievement Partner (AP), on 18 October 2016.

Financial Items (page 8)

90 iPads had been purchased, charged, their applications synchronised and would shortly be used around the school. Apple TV was in place to monitor iPad usage.

A governor asked how the applications had been chosen. The Headteacher replied that selection had been based upon the requirements of the curriculum and an assessment of useful software on the school's old computers. Tom Jones,

Assistant Head for School Improvement, had evaluated applications to be carried forward and ones which would no longer be required.

A governor asked if the staff were keen to use iPads; this was confirmed. Many staff had used iPads during the parents evening held that day.

A governor asked where the iPads would be located. The Headteacher replied that three classes could use the iPads concurrently with one iPad per pupil.

A governor asked if usage of iPads had been planned. The Headteacher described a timetable booking sheet which was monitored by Tom Jones. The old computer suite continued to be available and would remain in place until the equipment became obsolete. Older iPads had been relocated to Early Years Foundation Stage.

10. School Improvement

Fischer Family Trust (FFT) Governor Dashboard 2016 had been circulated prior the meeting. The Chair pointed out the usefulness of looking at different ways of interpreting data. She advised that the Local Authority (LA) paid for school's access to the FFT.

The Headteacher highlighted the following:

- Predictions based on Year 2 data for this year's Year 6 pupils appeared very positive.
- An average scaled score for Reading and Maths for Key Stage 2 2016 attainment was 106.8, significantly above the national average of 102.7. The score included 8 disapplied pupils and therefore the average scaled score would increase once the results of these pupils were excluded.
- The average scaled score of 106.8 placed the school in the top 10 schools in the country.
- 70% of pupils had achieved significantly above the national expected standard in Reading Writing and Maths which stood at 52%. Again, the Headteacher pointed out that the results of the 8 disapplied pupils had been included and the actual percentage of pupils achieving significantly above the national expected standard was 76%.
- The FFT report carried a comparison between the actual results for years 2014 – 2016. The Headteacher questioned how these figures had been calculated. He added that Raiseonline may present only this year's figures because the end of levels rendered it very difficult to compare like with like.
- There had been massive discrepancies for results in Writing among schools in the Trust, however, the Headteacher believed that the school's own Writing results were accurate.
- Line graphs depicted subject performance and compared the school's performance with national performance. The Headteacher pointed out that the school's performance, whilst always above national performance, mirrored the national pattern which indicated that the figures were accurate.

Results 2016 – Verbal report from the Headteacher

The Headteacher noted that there had been no change to the information already provided for governors in the Headteacher's Report presented in July 2016. National

figures had not been available in July and the FFT report provided that comparison. The Headteacher advised that Ofsted did not look at FFT data however it was a useful source of information for schools and a means of obtaining key information.

11. Teaching School Update

The Headteacher highlighted the following:

- In a recent speech, Justine Greening, the new Secretary of State for Education, had not referred to Teaching Schools but the school continued to plough its own path. The Headteacher devoted Mondays and Tuesdays to Teaching School work and kept a record of work carried out; this record would form the basis of an annual report to be produced at the end of the financial year.
- A number of schools in Northumberland would shortly become primary schools and the school would hold an Open Night for their staff, particularly staff from Years 5 and 6. Specific sessions for these schools would be held in the spring term.
- Dominic Martin, Deputy Headteacher, had spent one day a week at Hotspur Primary School and this had generated £20,000 for the school.
- 12 Newly Qualified Teacher (NQT)s had attended training at Jesmond Dene House. The training had been provided free of charge for NQTs from schools in the Trust as a loss leader.
- The Headteacher would meet a Headteacher from a school in Stockton.
- The logo of the Teaching School, which had been developed by a graphic designer, was shown to governors and **approved**.
- The school had one student on the School Direct programme. Ten students had applied for next year, six of whom would be placed in schools across the Trust.
- The Headteacher would shortly meet Dean Jackson, the new LA Lead Assistant Director of Education and Skills. He observed that there had been a reduction in the number of school improvement initiatives from the LA however, school improvement would be retained because it was a statutory function.
- The Headteacher advised that he had refused a request to run a Continuous Professional Development (CPD) course for the development of middle leaders. Whilst this may be considered in the future, the school needed to ensure that current activities were managed well.

Following a recommendation from a governor, the Headteacher would produce a Teaching School report for parents at the end of the financial year.

Action: Headteacher

A governor commented that it was important that all staff had opportunities.

A governor noted that parents would be concerned if teachers were not in class. The Headteacher stated that conversations had taken place regarding absences from school by Tom Jones, however, his absences had been to receive awards and were unconnected with the Teaching School.

A governor observed that it would be important to emphasise that a supply teacher could enrich pupils' experiences, offer enhanced learning and that there needed to be changed perceptions around use of supply teachers. A governor suggested that supply teachers be introduced to parents.

In response to queries regarding invoicing of clients and whether the Headteacher received time off in lieu for weekends worked, the Headteacher advised that the school generated invoices and confirmed that he had received time off in lieu by arrangement with the Chair.

The Chair informed governors that she had attended a conference about LAs setting up Multi-academy Trust (MAT)s.

A governor asked when the Assistant Headteacher would return to school; this was being discussed by members of the Personnel Committee.

Laura Robb left the meeting during this item, 7.45pm

12. Policy Review

The following policies had been emailed to governors:

- Safeguarding and Child Protection Policy, 2016 – 2017
- LA Model Grievance Policy
- LA School Pay Policy

The Chair and Xanthe Mills had identified a few issues with regard to the Safeguarding and Child Protection Policy and would email details to the Headteacher.

Action: Chair and Xanthe Mills

Governors **agreed** the Safeguarding and Child Protection Policy 2016 – 2017 with requisite amendments made.

The model Grievance Policy and the School Pay Policy were also **approved** by governors.

Fair Access Protocol and Whistle blowing Policy would be covered at the next GB meeting.

13. Trust update

Andy Gaskell had provided an update on the Trust earlier in the meeting.

14. Reports from committees / individual and link governors / governor visits

The following reports were circulated prior to the meeting:

- Minutes of Curriculum Committee meeting, 16 June 2016
- Minutes of Finance and Premises Committee meeting, 27 September 2016

Minutes of the Personnel Committee meeting, 21 September 2016 were tabled.

Governors noted the content of the minutes.

Nicky Wise would email the Community Relations Committee meeting minutes held on 28 June 2016 to governors.

Action: Nicky Wise

The Chair advised that the GB Handbook would be revised.

Action: Chair

15. Financial Items

Newcastle Living Wage (NLW)

Governors **approved** payment of NLW at the 2016 rate of £8.25 per hour to relevant staff. The Headteacher pointed out that L2 Teaching Assistant (TA)s would receive the same amount per hour as L3 TAs and that LA Human Resources were aware of this.

A governor asked if the increased rate of the NLW would make a difference to the budget. The Headteacher replied that it would depend when the increased rate was payable from. The School Business Manager would be able to review the cost over the course of a year. It was noted that the Caretaker and cleaning staff were paid by the PFI provider and did not receive the NLW.

Statement of Internal Control

Governors **agreed** the Statement of Internal Control.

Expenditure update

Members of the Finance and Premises Committee had received an update on expenditure.

Schedule of Approved Levels of Authority

Schedule of Approved Levels of Authority had been circulated prior to the meeting. Governors **approved** the levels of authority outlined.

Best Value Statement

The Best Value Statement had been circulated prior to the meeting. Governors **approved** the Statement.

Pupil Premium funding

PP funding would be covered by the Headteacher's Report at the next GB meeting.

Primary PE / Sports funding

This item would also be covered by the Headteacher's Report at the next GB meeting.

SEND funding

This item would be covered by the Headteacher's Report at the next GB meeting.

Schools Financial Value Standard (SFVS)

Henry Cave had attended SFVS training earlier in the month. Wendy Mar, School Business Manager, David Griffiths and Henry Cave would be responsible for completion of the SFVS, due for submission to the LA in March 2017.

LA Financial Regulations

The LA Financial Regulations had been approved by members of the Finance and

Premises Committee.

Terms of reference and delegation of financial responsibilities

This item would appear in the GB Handbook and would be approved at the next GB meeting.

16. Safeguarding / health and safety / risk management items

Keeping children safe in education, September 2016, had been emailed to governors. The Chair emphasised that all governors must read Part 2 of the publication.

Action: Governors

The Headteacher advised that all staff had read the publication and had signed to confirm that they had done so.

Governors were informed that Ofsted now looked for 'beyond compliance'. Some schools had followed the advice of Clennell Education Solutions and required their Chairs of Governors to sign off the school's Single Central Record (SCR) on an annual basis. **Since the SCR was continually updated as new staff arrived, governors questioned how the Chair of Governors would be in a position to know whether it was up to date.**

17. Dates and times of future governing body and committee meetings

The dates of governing body meetings had been previously agreed as:

- 6 December 2016
- 31 January 2017
- 21 March 2017
- 23 May 2017
- 11 July 2017

All GB meetings would begin at 6pm.

18. Local Authority reports – autumn term 2016

The following LA reports had been circulated prior to the meeting:

- Admissions Update
- English as an Additional Language (EAL) Proficiency – New Census Requirements
- National Funding Formula and High Needs Funding
- Update on HR Issues

Admissions Update

The report reminded GBs of the key requirements under the School Admissions Code and provided a timescale for co-ordination of the admissions round for 2017. A minimum 8 week consultation between 1 November and 31 January should take place if admission arrangements for 2018 – 2019 were to be changed. All admission authorities should determine their arrangements by 1 March each year, even if no changes were proposed and these arrangements should be published on the school's website and forwarded to the LA by that date.

EAL Proficiency – New Census Requirements

Governors noted the new requirement for schools to report on proficiency in English. The requirement would apply to all pupils on the school roll in the Reception year or above where their language was recorded as other than 'English' or 'Believed to be English'. There would be an initial census in autumn 2016 to be followed by an annual census beginning in the spring term of 2017. Support and training had been available from the LA on how to assess proficiency and code accordingly. Codes A to E would be used; Code A would indicate a pupil as being New to English and Code E would indicate Fluency in English. Code N may be used for pupils who had not yet been assessed. Data collected would be used to inform policy on this high needs group.

Verity Groot, EAL Teacher, had conducted the census. The Headteacher advised that the vast majority of EAL pupils had been assessed as As, Bs or Cs. A few pupils had been assessed as Ds and one pupil had been assessed as E.

National Funding Formula and High Needs Funding

The National Funding Formula for Schools and High Needs had been delayed until 2018 – 2019. A Stage 2 consultation would be published in the near future and would furnish more detail. Justine Greening, the new Secretary of State, had confirmed that no LA would see a reduction in their funding for 2017 – 2018 from 2016 – 2017. Financial planning tools were available from the LA to help schools to estimate best, worst and middle case scenarios.

Update on HR Issues

- The LA had decided to award 1% to all points in all pay ranges for teaching staff.
- There were no significant changes to the School Teachers Pay and Conditions 2016.
- A model School Pay Policy was available and schools would need to consult with staff and union representatives before its formal adoption.
- HR reminded schools of the importance of recording pay decisions and the rationale for them.
- GBs were required to decide whether to continue to pay the Newcastle Living Wage and, if so, whether to continue to pay the 2015 rate of £7.75 per hour to relevant staff or to pay the 2016 rate of £8.25 per hour.
- A model Grievance Policy was available and GBs were required to decide whether to adopt or adapt the policy.
- Keeping children safe in education had been re-issued in September 2016.
- Schools were reminded to return the completed proforma regarding the Local Government Pension Scheme.

Headteacher's Performance Management Review

The Chair informed governors that the Headteacher's Performance Management Review process had been completed.

Letters from solicitors

The school had received two letters from solicitors written on behalf of parents of ex pupils of the school. The tone of both letters had been threatening and monetary

driven. One letter aimed to sue the school for £10,000 for dental work after a pupil's tooth had fallen out. Fortunately, the class teacher had made detailed records of the incident and had noted that the tooth had been reattached at the time. The Headteacher advised that the other letter related to a child where the school already had safeguarding concerns. The Deputy Headteacher had spent a day trailing records which had been passed to the school's insurers. Governors were advised that one of the letters had threatened the school with an 'Independent Education Consultant Inspection', the nature of the inspection and the origin of the inspector were unknown.

A governor asked if either incident had been the subject of a complaint to the school at the time of occurrence; neither incident had resulted in a complaint at the time but both would be the subject of personal injury claims years later.

The Headteacher would emphasise to staff the importance of making detailed records of any incident in order to counter any future claims.

Child Protection Online Management System (CPOMS) had recently been installed in school and provided the facility to record every minute detail of any concern. **A governor asked about the threshold of recording;** a visit to the medical room would result in the recording of the incident or injury. **In response to a query as to how long the record would be held,** the Headteacher replied that records would be held until the child reached eighteen years of age.

Sue Watts left the meeting at this point, 8.10pm.


School Cook

Governors were informed that the school had a new cook who would create a 'Best of British' menu which would include the choice of 'bangers and mash'. **A governor asked if a different cook would make a difference to the food served as it was simply reheated;** the Headteacher felt that it would.

School Roll

The school roll stood at 605 pupils on census date, 10 fewer pupils than the same time last year; the school budget would be based upon this figure. The Headteacher attributed the decrease in pupil numbers to turbulence in school movements.

There was no further business; the Chair thanked everyone for attending and closed the meeting at 8.15pm.

Signed 
Chair of Governors

Date 6/12/16

