

Approved Minutes
Meeting of the Governing Body (GB) of
WEST JESMOND PRIMARY SCHOOL (WJPS)
Tuesday 9 October 2018

Present:

Jane Edminson (Chair)

Arlene Ainsley, Ishy Bruce, Laura Cordy, Julia De Soyza, Adam Goldwater, Ayesha Hafiz, Cathy Hogan, Rebecca McVittie (Associate member), Jill Maddison, Laura Robb, Paul Simpson, Gary Wallis-Clarke (Executive Headteacher) and Laura Ward

Governors in post - **17**; quorum - **9**; governors present – **13** (and 1 Associate member)

The meeting was quorate

In attendance:

Claire Hepple ~ Governor Services

Business

1. Welcome

The Chair welcomed everyone to the meeting at 6pm. The meeting was held in the new meeting room on the ground floor of the school and Senior Leadership expressed their satisfaction with the new room. The Chair advised that the agenda for the meeting had a new format and was divided into three sections: Business, Achieving our Vision and For Information.

2. Apologies for absence

Apologies for absence had been received and were **accepted** from David Griffiths, Jodie Leeson (maternity leave), Dominic Martin and Xanthe Mills.

3. Declaration of Interests

Governors gave their completed Register of Interests forms, 2018 – 2019, to the Clerk.

Data Protection

- Governors confirmed that they were happy to share their email contact details with other members of the GB. Paul Simpson would investigate school email addresses for governors.

Action: Paul Simpson

- The school continued to adhere to General Data Protection Regulations (GDPR).

Services to Schools Governor Module

An instruction sheet for logging on to the Services to Schools Governor Module had been circulated prior to the meeting. Governors were encouraged to use the Module to access GB papers for all GB meetings from 2017 – 2018 and papers for the

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current GB meeting. Approved GB minutes were also available via the Module.

In response to a query about retention of GB papers, governors were advised that there was no requirement for them to be kept for any specific length of time.

The following governors **agreed** that, in future, they would access GB papers through the Services to Schools Governor Module: Arlene Ainsley, Laura Cordy, Ayesha Hafiz, Cathy Hogan, Rebecca McVittie, Jill Maddison, Laura Robb and Laura Ward.

4. GB Appointments / membership update

Co-opted Governors

Jane Edminson and Dominic Martin's terms of office would end on 7 December and 22 October respectively; governors **agreed** that both should serve another term of office.

Henry Cave, who had left the GB, was thanked for all his work during his time as a governor. He would be invited for drinks after the GB meeting in December.

Action: Chair

There were two Co-opted Governor vacancies; Adam Goldwater would contact colleagues at the Great North Museum and Jill Maddison would contact someone who may be interested in joining the GB.

Action: Adam Goldwater and Jill Maddison

Foundation Trust Governor vacancy

The Chair advised that she had met a prospective Foundation Trust Governor who had experience as a Chair of Governors in Northumberland. The Executive Headteacher and Head of School would meet him in due course.

Action: Executive Headteacher and Head of School

Parent Governors

The terms of office of David Griffiths and Xanthe Mills would end on 17 December 2018. A Parent Governor election would be held later in the year and both governors who still had children on the school roll would be welcome to re-apply.

5. Identification of additional items not on the agenda

There were no additional items.

6. Election of Chair and Vice-Chairs

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

Election of Chair

An expression of interest in the role of Chair had been received from Jane Edminson who advised that, if elected, would serve her eighth year as Chair. There were no other expressions of interest or nominations for this position. Governors unanimously **agreed** to elect Jane Edminson as Chair of governors. **In response to a query**, Jane advised that she would be happy to mentor another governor should

they wish to take on the role.

Election of Vice-Chairs

An expression of interest in the role of Vice-Chair had been received from Laura Robb. There were no other expressions of interest or nominations for this position. Governors unanimously **agreed** to elect Laura Robb as Vice-Chair. It was noted that this year, the role would not be shared.

7. Review of

a) GB Procedures

Draft GB Procedures 2018 – 2019 had been circulated prior to the meeting and were **approved**.

b) GB Code of Conduct

The 2018 version of the National Governance Association (NGA)'s model Code of Conduct for school GB's had been circulated to governors prior to the meeting. This version of the Code of Conduct did not include the commitment to apply for Disclosure and Barring Service (DBS) clearance although this continued to be a requirement for new governors within 21 days of the beginning of their term of office. Governors **approved** the Code of Conduct subject to the inclusion of two additional statements:

- The requirement for governors to disclose any convictions received whilst in office to the Chair of Governors
- Governors to securely dispose of GB papers

Governors signed their agreement to abide by the Code of Conduct.

c) Committee membership

A draft committee membership for 2018 – 2019 had been circulated prior to the meeting. Governors **agreed** the following committee memberships for 2018 – 2019:

Admissions (email group)

Jane Edminson
Jill Maddison
Laura Robb
Paul Simpson

Curriculum

Adam Goldwater (Chair)
Jane Edminson
Laura Robb
Laura Ward

Also invited: Tom Jones (Assistant Head for Science and Technology)

Finance

Paul Simpson (Chair)
Jane Edminson
David Griffiths
Ayesha Hafiz

Gary Wallis-Clarke

Inclusion (formerly Pupil Support)

Jill Maddison (Chair)

Arlene Ainsley

Ishy Bruce

Julia De Soya

Cathy Hogan

Jodie Leeson

Rebecca McVittie (Associate)

Pay Review Committee

Jane Edminson

Xanthe Mills

Laura Robb

Personnel

Laura Robb (Chair)

Ishy Bruce

Jane Edminson

Jill Maddison

Dominic Martin

Xanthe Mills

Headteacher's Performance Review Panel

Jane Edminson

Adam Goldwater

Laura Robb

d) Link Governor / Monitoring arrangements

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

Arts Mark

Adam Goldwater

Pupil Premium

Laura Cordy

PE

David Griffiths

Safeguarding

Jill Maddison

Vulnerable Pupils

Julia De Soya

A governor asked how the role of Pupil Premium Link Governor worked and was informed that the work carried out by Tom Jones, Assistant Head for Science and Technology, would be monitored as he had a specific role related to Pupil Premium this year.

The Chair asked Jill Maddison and Laura Robb to liaise with Rebecca McVittie and Dominic Martin about safeguarding monitoring plans for the year.

Action: Jill Maddison and Laura Robb

e) Delegation Arrangements

A draft Delegation Planner for 2018 – 2019 had been circulated prior to the meeting. It was pointed out that this version required amendment to refer to the correct roles

of the Senior Leadership Team. A corrected version would be re-circulated via email for approval.

Action: Laura Robb

f) GB Development / Training / Self-evaluation

- Governor monitoring days would be held on 12 March and 6 June 2019. Disadvantaged pupils would be the focus on 6 June.
- Ishy Bruce, Jane Edminson, Adam Goldwater, Jill Maddison, Laura Robb and Paul Simpson had attended training on GDPR provided by the Trust.
- Parents Evenings would be held on 26 and 28 February and Ishy Bruce offered to consider how the views of parents may be sought at those events before the spring term.

Action: Ishy Bruce

8. Draft minutes of previous governing body meeting

The draft minutes of the GB meeting held on 10 July 2018 were attached and **approved** with no confidential items declared.

9. Matters arising from the above minutes

Apologies for absence (page 1)

The Chair had contacted Henry Cave about his lack of attendance at GB meetings. It had previously been noted that Henry had left the GB.

GB Appointments / membership update (page 1)

Adam Goldwater had consulted colleagues to establish their interest in joining the GB. **In response to a query**, the Chair clarified that parents of children who attended the school could become Co-opted Governors although it would be necessary to consider the balance of membership on the GB. The Chair requested that anyone interested in a role on the GB to speak with her.

Matters arising from the above minutes (page 2)

- The Executive Headteacher confirmed that he would highlight impact and benefits of Teaching Schools in future termly updates.
- Headteachers of schools in the Ouseburn Learning Trust had discussed the consultation process for admissions.

School Improvement (page 8)

- The No Outsiders Project would be discussed at the next meeting of the Inclusion Committee.

Action: Inclusion Committee

- The Chair had checked the objectives of the school published on the school's website with reference to the Equality Act.

Ouseburn Learning Trust Update (page 8)

It had previously been noted that governors had attended a training session on GDPR which had been organised through the Trust.

Reminder of dates and times of GB meetings 2018 – 2019 (page 10)

An agenda for the training day event held on 4 September had been circulated; Ishy Bruce and Laura Robb had attended.

10. Policy Review

Admissions 2020 – 2021

Governors had been advised of a ministerial request made in August 2018 for priority to be given to children adopted from care outside of England. It was noted that the school would need to consult on admissions this year in any case. Governors were informed that the School Business Manager of Hotspur Primary School would lead this work on behalf of schools in the Ouseburn Learning Trust and governors thanked her for this.

School Pay Policy

Circulation of the Pay Policy had been delayed by an announcement on a pay award and would be submitted for approval at the GB meeting in December. The Executive Headteacher advised that budgets would normally be increased by 1% each year, however, software had budgeted for a 2% pay rise. Schools would receive additional funding to cover the increase of the pay award. The Executive Headteacher described the school as fortunate because the additional funding would cover the increase; with 610 pupils in school and staff spread across pay ranges there may be a surplus.

Whistleblowing Policy

The Whistleblowing Policy had been reviewed by members of the Finance Committee and, upon their recommendation, was **approved**.

11. Financial Items

Budget monitoring update

Members of the Finance Committee had studied the detail of the budget and reported that it was on track.

National Funding Formula update from the Executive Headteacher

The Executive Headteacher presented a National Funding Formula (NFF) update supported by a series of slides. The aim of the presentation was to ensure that all governors understood school funding. He highlighted the following points:

- A huge disparity existed between funding allocations for different Local Authorities. LAs in the north of the country tended to receive higher allocations to help eliminate differences.
- With the introduction of a national level it had been clear that secondary schools had received more funding than primary schools over the past 25 years; in excess of £3 million that West Jesmond Primary School would have received had been diverted elsewhere.
- The National Funding Formula was made up of the following blocks:
 - **Basic Entitlement Age Weighted Pupil Unit (AWPU)**
 - **Deprivation additional funding, comprising Free School Meals (FSM), Free School Meals Ever 6 (FSM E6) and Income Deprivation Affecting Children Index (IDACI) bands A - F**



- **Pupil Factors (Looked after children, English as an additional language, Mobility and Primary low prior attainment)**
- **Lump sum**
- **Sparsity factor**
- **London fringe**
- **Split Site subsidy**
- **Rates Income**
- **PFI Subsidy**

West Jesmond Primary School would receive the following amounts:

AWPU (£ 2,758.68 per pupil X 610 pupils in school) = **£ 1,682,793**

It was noted that there had been 613 pupils in school on census day (4 October 2018).

Deprivation additional funding

FSM	£	11,238
FSM E6	£	25,972
IDACI postcode A	£	1,177
IDACI postcode F	£	5,321
IDACI postcodes B – E	£	28,490
Total	£	72,198

A governor asked how these amounts compared with amounts previously received by the school. The Executive Headteacher replied that the school now received more funding.

A governor sought more information about the Income Deprivation Affecting Children Index (IDACI) bands A – F. The Executive Headteacher explained that some postcodes had been identified as having high levels of deprivation although it did not necessarily mean that pupils living in those postcodes were deprived. **A governor queried whether this information was used by the school for any purpose;** governors were assured that this information was not used by school.

Pupil Factors

Looked after children (LAC)	£	0
English as an Additional Language (EAL)	£	74,309
Mobility (above 10%)	£	0
Primary Low Prior Attainment (at end of Reception)	£	75,312
Total	£	149,621

The Executive Headteacher observed that some pupils attracted much funding for the school as they fell into a number of different categories.

Lump Sum **£ 110,000**
Every school in Newcastle (including secondary schools) would receive this amount.

Rates Income **£ 14,961**

PFI subsidy **£ 78,937**

A governor queried whether this amount covered the mortgage and was

informed that it did not.

Total Income £ 2,108,509

Deductions

- A contribution of £33,166 was paid to the LA for legal services.
- An amount of £2,252 for Minimum funding guarantee would also be deducted.

Grand total of Income £ 2,073,091

With the introduction of the NFF the budget had increased by £68,656. As a large school, the NFF had worked in the school's favour. The Executive Headteacher noted that the school may not have additional staff without the Teaching School. Paul Simpson, Chair of the Finance Committee, advised that the school would be solvent without the Teaching School.

A governor queried whether there was scope for expansion of the After School Club; governors were advised that the school was limited by the size of the hall and other factors.

There was a notional SEND budget of £160,122. Schools were required to fund the first £6,000 for any pupil identified as having SEND. **Governors discussed the funding issues around SEND.**

The following funding streams were excluded from the National Funding Formula:

- Pupil Premium grant £ 66,260
- Teaching School / National Leader of Education (NLE) £ 46,000
- Devolved Capital £ 12,500
- SEN top-ups and EHCP Income £ 2,500 (last year, this year will be £0)
- PE & Music Grants £ 13,000
- Generated Income from Breakfast and After School Clubs and carry forwards

Rebecca McVittie, Deputy Headteacher, advised that some additional after school activities ran until 4.30pm and were free of charge. A governor praised the fantastic staff at the Breakfast and After School Clubs.

A governor asked where money was held and was informed that it was held at the Civic Centre in Newcastle as a notional accounting system.

The Chair thanked the Executive Headteacher for his presentation. She acknowledged the importance of all governors being financially aware and appreciated the school's secure financial position.

Arlene Ainsley left the meeting during this item, 7.10pm.

Plans for Schools Financial Value Standard (SFVS) submission

Ayesha Hafiz, a member of the Finance Committee, would assist with the preparation of the SFVS.

Best Value Standard

Best Value Statement 2018 had been circulated prior to the meeting and was **approved** by the GB. It was noted that the school could not 'achieve best value because of Private Finance Initiative (PFI)' and an example of this was given: the school would be charged £950 to hang a dragon followed by £12.50 each year thereafter.

Schedule of approved delegated levels of authority

Schedule of Approved Delegated Levels of Authority had been circulated prior to the meeting. The following delegated levels of authority were **approved**:

Appoint successful contractor for work under £10,000	Executive Headteacher or Head of School
Approval of work between £10,000 and £20,000	Finance Committee
Approval of work above £20,000	Finance Committee
Virement under £5,000	Executive Headteacher or Head of School
Virement above £5,000	Finance Committee
Those with authority to sign orders and invoices:	Executive Headteacher Head of School

Achieving our Vision

12. School Improvement Update

School Development Priorities 2018 – 2019 were tabled. Four key priorities underpinned by data had been identified:

1. Curriculum Assessment Reappraisal and Development
2. Mastery through Oracy
The Executive Headteacher informed governors of an estimate that children from deprived homes heard 13 million fewer words than those from non-deprived homes during their first four years of life. Issues such as how the school helped EAL pupils and what the school's drivers were would be addressed through work on this priority. **A governor observed that the language pupils were surrounded by was immaterial.**
3. Securing and Accelerating the learning of disadvantaged and vulnerable pupils
Margaret Armstrong, the school's Achievement Partner, would focus on the curriculum and the progress of SEND pupils this year.
4. Preparing the ground for 2020 – Relationship Education and Health Education

These priorities would be discussed in detail at committee level.

A governor observed the unfairness of measuring schools on progress made

by SEND pupils when SEND funding had been cut. The Executive Headteacher noted that there was extreme need and that the gap between SEND pupils and non-SEND pupils had increased, although it was anticipated that in time funding from Special Schools would be reallocated to mainstream schools.

The Executive Headteacher would review and update each section of the Self evaluation form.

Action: Executive Headteacher

A new Ofsted Framework, effective from September 2019, may cover the inspection of outstanding schools.

A governor queried whether ‘mock Ofsted Inspections’ were conducted by schools. The Executive Headteacher responded that the LA had previously carried out inspections of this ilk and that the school could pay Margaret Armstrong to perform such an inspection. **A governor asked whether peer reviews could be conducted.** Cathy Hogan, SEND Co-ordinator, advised that she was conducting a peer review of SEND in conjunction with Sheila Kingsland, LA Senior Advisor SEN.

Paul Simpson left the meeting during this item, 7.30pm.

For Information

13. **Safeguarding / health and safety / risk management items**

The most recent version of Keeping children safe in education, 3 September 2018, had been emailed to governors. **The Chair requested that all governors read the document and checked that all staff had done so.**

The Executive Headteacher advised that a recent Premises check had been conducted by the Department for Education (DfE).

14. **Ouseburn Learning Trust Update**

The following update was provided:

- A meeting of the Trust Board would take place the following week.
- The Administrator of the Trust had recently left and a recruitment process for a 15 hour post with flexibility would begin.
- The Executive Headteacher led the Trust on the School Improvement and Data part of the Strategic Plan. He would visit all schools and conduct Pupil Premium reviews to formulate best practice. He noted that whilst all schools had different approaches, there were key principles to be shared and, essentially, pupils thrived where schools invested in an inclusive caring team to provide support. Schools in the Trust would champion pupils who did not receive this support at home.

15. **Chair’s Update**

The Chair provided the following update:

- It was likely that Heaton Manor School would become an academy in January 2019. School representatives met with the DfE every three weeks to discuss progress.

- Summer results at Heaton Manor School had been much improved.
- PFI had made the academy process more difficult.
- Adam Goldwater, Jill Maddison and Laura Robb were thanked for their input into committee agenda plans.
- GovernorSpace, a DfE endorsed dedicated space for Clerks and governors across England, had offered to train and mentor governors. Governors would be required to carry out e-learning modules. Governors were asked to undertake research on GovernorSpace and inform the Chair should they wish to undertake the training.

Action: Governors

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

The following reports had been circulated prior to the meeting:

- Pupil Support Committee meeting minutes, 12 June 2018
- Curriculum Committee meeting minutes, 3 July 2018
- Report from PE Link Governor, David Griffiths, 4 September 2018

Personnel Committee meeting minutes, 19 September 2018 were tabled.

Nikki Corbett, a member of the School Office, was praised by governors for the committee meeting minutes she had produced.

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

Dates for GB meetings which would begin at 5.45pm for 6pm had been previously agreed as follows:

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

The Headteacher's Performance Management Review would take place on 17 October.

18. Local Authority reports – autumn term 2018

The following autumn term reports had been emailed prior to the meeting and were also tabled:

- Mainstream School Funding Update for 2019 – 2020
- Update on HR Issues
- The Newcastle Promise Board

Mainstream School Funding Update for 2019 – 2020

Julie Cordiner, LA Education Funding Specialist and author of the report, had provided an update on developments in school funding for 2019 – 2020 and offered advice for GBs on medium term financial planning. The following points were noted:

- The Department for Education had announced an extension in the use of local formulae to 2020 – 2021.
- It was important that schools consider best, worst and middle case scenarios for future average per pupil funding and potential rolls over the next three years.
- Opportunities for income generation should be explored.
- LA Financial Services would take a more strategic approach to budget setting.
- Governors had a continued responsibility to challenge school budgets, ensure value for money and ensure that schools had the right priorities.

Governors were informed that the school had not devised best middle and worst case scenarios.

Update on HR Issues

The following points were highlighted in the report:

- The pay award for teaching staff 2018, effective from 1 September 2018, had been subject to a statutory consultation process until 3 September 2018 and a Parliamentary Order before uplifts had been confirmed. Additional funding would be awarded to schools to meet the costs of the uplifts.
- There were no significant changes to the School Teachers Pay and Conditions Document 2018.
- The model School Pay Policy 2018 would be available once the pay award had been confirmed.
- The report carried a reminder of dates by which staffing pay decisions should be made.
- Pay modelling work for a pay award for support staff had taken place over the summer term and consultation with unions would take place soon.
- Keeping children safe in education had been updated, effective from 3 September 2018.
- Dates were given for Safer Recruitment Training. A refresher session would be held in May 2019 for those who had already undertaken the training.
- The annual HR Conference for Schools had taken place on 27 September.

The 'by association' provision within Disqualification under the Childcare Act no longer applied to school-based personnel, however, governors were advised that the school had already collected this information from staff this academic year and that it would be recorded on the school's Single Central Record.

The Chair had attended the HR Conference for Schools.

The Newcastle Promise Board

The report outlined the aim of the Newcastle Promise Board and requested that GBs and Headteachers sign up to the Newcastle Promise.

- The Newcastle Promise Board was formed in 2017 – 2018 and aimed to ensure that 'no child or school is left behind'.
- The Newcastle Promise Board provided a representative view, was a very powerful advisory and consultative group and was one of the key decision-making forums in the city.
- Representatives of the Newcastle Promise Board were detailed in the report.

The Executive Headteacher was a member of the School Effectiveness committee of the Promise Board and would now be the Ouseburn Learning Trust representative on the main board.

Governors **agreed** that the Chair and Executive Headteacher should sign the commitment to the Newcastle Promise.

There was no further business; the Chair thanked governors for attending and closed the meeting at 7.55pm.

Signed  Date 4/12/18

Chair

