

CORBRIDGE MIDDLE SCHOOL

GOVERNING BODY MINUTES AUTUMN TERM 2015

MEETING HELD ON THURSDAY 12 NOVEMBER 2015 AT 5.30PM IN THE SCHOOL

PRESENT: Mrs L Boyd
Mrs M Harvey
Mr G Langlands
Mr A Neal
Mrs J Holmes
Mr P Latham
Mrs J Kennedy (Headteacher)
Mrs S Kuznesof
Mrs D Ricketts

ALSO PRESENT: Mrs H Pye (Clerk to Governors)

GOVERNOR TRAINING – led by Mrs J Kennedy

Prior to the meeting, Governors received a short presentation by the Headteacher focusing on Prevent.

PART 1 (CLASSIFIED NON-CONFIDENTIAL)

Items discussed under Part 1 of this agenda will not be classified as confidential: consequently the minutes and supporting documents should be made available to any person wishing to inspect them.

REGULAR ITEMS

Action by:

1. Election of Chair

Mrs J Holmes was re-elected Chair of Governors for the next academic year.

2. Election of Vice Chair

Mrs S Kuznesof was re-elected Vice Chair of Governors for the next academic year.

Mrs Kuznesof stated her intention to serve for one further year, following which she would stand down from her position when her daughter was due to leave the school.

3. Apologies for Absence

Apologies were received and consent given for the absences of Mr M Warland and Mr M Potter.

4. Membership Update

Governors noted the current vacancies on the Governing Body for Parent Governor and Co-opted Governor.

Four expressions of interest had been received for the vacancies of Co-opted Governor. Governors considered the information put forward by the applicants and discussed the key areas of support that they would wish to appoint to. It was agreed that the Chair and Headteacher would invite the applicants into school for a discussion and a decision would be made regarding appointment. Following this the Headteacher would write to parents regarding the Parent Governor vacancy.

Arising from discussion it was noted that it would be helpful to have a governor available at the school's Parent Evening in order to have discussions with any prospective candidates.

5. Declaration of personal or pecuniary interest in any agenda item

Governors declared that they had no personal or pecuniary interest in any item on the agenda.

6. Consider & Adopt Minutes of Governing Body Meetings

Minutes of the following meetings, having been circulated to the Governors, were adopted and signed as a true record:

- 11 June 2015.
- 30 June 2015.
- 20 October 2015 (tabled at the meeting).

7. Review Action Grid – delegated tasks

The following actions that had been delegated to individuals, groups or committees at previous meetings were reviewed and updates received as follows:

Actions from meeting held on 11 June 2015.

Item 2 – Register of Governor and Staff Interests
Completed for Governors – on school's website. Mrs Harvey to organise staff register for completion.

Item 5 – To update committee details.
Completed.

Item 6 – Working party to consider building issues and funding arrangements for entrance to school.
To refer to finance and Facilities Committee report.

Item 7 – SIP report – Headteacher to discuss reporting procedure with Mr A Johnson.
Headteacher discussed new format for this term although this has not been seen – will not include data analysis.

Item 10 – distribute English, Humanities and Music visit reports.
Mrs Kusnesof to re-visit English. Humanities report – refer to item 14 on agenda.

Item 11 – Governor Visits.
Noted that Mr Chomse had now left therefore Music visit not undertaken.
The Headteacher had discussed the format of visits with staff – to consider

linking visits with the monitoring of the School Development Plan. The Headteacher would examine the SDP and its priorities and would liaise with Governors regarding future visits.

Item 12 – To review Pay Policy and Appraisal Policy.
On agenda for consideration at meeting to be held on 24 November 2015.

On-going Issues.

PE Kit – To consult with pupils and parents.
PE Kit updated to make sure it was fit for purpose. Headteacher advised that there had been teething problems with the company who were providing the goods – some items were still awaited. The situation would be reviewed by the end of term.

To develop marketing strategy for school – agreed not to proceed.

To consider Smoke-free workplace policy.
Completed – Policy in place.

To review Redundancy, ER, Pay Protection and Salary Safeguarding Schemes and Pay Policy – 2014/2015.
Completed.

Actions from meeting held on 30 June 2015.

Actions complete.

Actions from meeting held on 20 October 2015.

Governing Body Action Plan – Agreed by Governing Body – Subject to on-going review.

All other such actions were reported on under the relevant agenda item.

8. Other Matters Arising

The Governors discussed the following items:

Use of Armed Forces for Careers Education.

A Governor raised concerns regarding the attendance of the Armed Forces at Careers conventions held at the school.

Governors discussed the situation and other views expressed support in relation to promoting the Armed Forces as it was felt that this could be an appropriate route for some children.

The majority of Governors voted to support the current arrangements – that school would continue to support the attendance of Armed Forces at future career conventions.

Northumbria Police Lease.

The Headteacher informed parents that NCC was currently writing a management agreement – the lease legally commenced 1 October 2015. The school would make sure that monies were vired to the school account. The Headteacher thanked the Chair for her hard work in dealing with the

issue.

Milkwell Development.

The Chair advised Governors that revised plans had been put forward on 21 October 2015. It was anticipated that plans would go forward to Planning Committee in December 2015.

Update on Education Landscape.

Governors discussed implications for academy status and federations and agreed that the Governing Body needed to consider the school's vision for the next 5 – 10 years.

Governors agreed that a working party meet to consider the school's strategy:

Mr G Landlands
Mr A Neal
Mr P Latham
Mr M Warland (Chair to ask Mr Warland if he would wish to take part).
Mrs J Holmes

**Mr Langlands
Mr Neal
Mr Latham
Mr Warland
Mrs Holmes**

9. Receive Minutes of Committee Meetings

Governors received the signed minutes from the following committee meetings:

T & A Committee – 23 June 2015 / 22 September 2015

Noted that results achieved were extremely pleasing – all targets had been met. The Committee was to ensure that the school was meeting its milestones by specific dates.

HR Committee – 28 September 2015

Agreement made and decision taken to recruit kitchen assistant (additional hours). Committee also investigating addition administrative resources.

F & F Committee – 2 November 2015 (tabled at the meeting)

Mr Langlands gave a presentation to Governors on the process of managing projects in school and how these would be prioritised. It was felt that the present system was not fit for purpose and the school could not be effective in its decision making with the present level of information. The presentation outlined the current reporting procedure and areas to specifically manage budget expenditure. The process would enormously enhance the management of projects and the impact on the school's budget.

10. Annual Review of Committee Membership, Delegation and Terms of Reference

Item deferred until Spring term meeting.

**Spring term
agenda**

SCHOOL ACCOUNTABILITY ITEMS

11. Headteacher's Report

Governors considered the report from the Head Teacher that had been circulated prior to the meeting. The Headteacher highlighted the following:

- Attainment and Progress Report - Comparison of SAT results with national results – very positive. Report presently displayed trend of results over period of time – fantastic achievement for the school. School to publicise on website.
- Results of pupil voice feedback discussed.
- Enrichment of the curriculum – feedback from staff, parents and the students about the first year of the KS3 Enrichment Project has been extremely positive.
- Currently 310 students on roll. This is an increase of 13 pupils and includes new pupils into years 6, 7 and 8. 1 extra child also commenced in November with another starting in December.
- Attendance Data – above national averages. Individual and cohort attendance is monitored with close liason with families where appropriate.
- Racist Incident Form 2 – Return submitted to LA. Headteacher commented that school continues to have a zero tolerance policy.
- Windows Project – work commences 16.11.2015 (with staffroom). Works will take 14 weeks to complete.

The Chair thanked the Headteacher for her report and passed on her congratulations to staff and children for the fantastic results which had been achieved.

12. Budget Update

Governors noted that the School's Financial Value Statement was due to be reviewed and submitted to the LA by 31 December 2015.

13. Policy Approval

The Headteacher had drawn up a timetable of policies and a programme for review – all policies could be found on the school website – governor section.

The following policies were formally considered and agreed by Governors

- Admission arrangements (LA Policy)
- Behaviour Principles Statement
- Child Protection
- Prevent
- Special Education Needs*

- Supporting pupils with medical conditions

*With thanks to Mrs Ricketts for drafting.

14. **Governors' Reports**

Governors received the following for information:

- Chair's Report Autumn Term 2015 (tabled at the meeting).
- Humanities Report – 25 March 2015 – received for information.
- French Report – to follow.
- Maths Report – to follow.
- English Report – to follow.

LOCAL AUTHORITY REPORTS –

Copies of documents available on the personnel page at:

www.northumberlandlea.net

15. **HR Policies and Procedures**

Governors noted that the following HR policies and procedures had been drawn up or updated as part of the continuing improvements to the advice and guidance offered to schools and to take account of the latest changes to employment law and statutory guidance.

Governors further noted that all policies, associated guidance and supporting documents were provided on the Human Resources (HR) pages of the Northumberland Schools' Network at [*www.northumberlandlea.net](http://www.northumberlandlea.net). Head Teachers and Governors would need to use their school's login and password to access the HR pages as these would only be available to schools that subscribe to the HR SLA.

Introduction of the Living Wage

Governors noted that after considerable research and deliberation and the consideration of a number of different options and associated costs, Northumberland County Council had agreed to introduce the 'Northumberland Living Wage' with effect from 1 October 2015. This would mean that the lowest paid members of staff would see their basic hourly rate increase to £7.85 per hour. This would be achieved through the introduction of a supplement for any member of staff paid at spine point 6 through to spine point 10.

Governors further noted that overtime and other enhancements would continue to be calculated based on the normal spine point rate without any supplement. All schools were recommended to agree to pay the supplements to implement the Northumberland Living Wage, and noted that this required a formal decision of the Governing Body.

Governors resolved to agree to the implementation of the 'Northumberland Living Wage' with effect from 1 October 2015. The Head agreed to communicate this decision to the School's contact in Employee Services.

2015/16 Pay Policy

Governors noted that The 2015/ 2016 pay negotiations had been settled, however there had been a delay due to the general election. The draft policy had been issued to trade unions on 24th September 2015 and had been ratified at a joint union meeting on 30 September 2015, with the final version issued to schools on 1 October 2015.

It was agreed that the policy would be considered at the committee meeting to be held on 24 November 2015.

**Committee
meeting
24.11.15**

Pay Protection and Salary Safeguarding Policy

Governors noted that they were required to review and agree this scheme on an annual basis. There were no changes proposed to the draft policy that was now available for consideration.

Governors agreed to re-adopt their current policy.

Appraisal Policy

Governors noted that they were required to review and agree this scheme on an annual basis. There were no changes proposed to the draft policy that was now available for consideration.

Governors agreed to re-adopt their current policy.

CONCLUDING ITEMS

16. Urgent Business

There was no urgent business.

17. Dates of Future Meetings

Governors agreed dates of future meetings as follows:

Spring Term 2016

- Interim – Tuesday 9 February 2016 at 6pm.
- Full – Thursday 10 March 2015 at 5.30pm.

Summer Term 2016

- Interim – Tuesday 24 May 2016 at 6pm.
- Full – Thursday 23 June 2016 at 5.30pm.

There being no further business, the meeting closed at 8.20pm.

INFORMATION ITEMS – Governors noted items available to Chairs of Governors at the Chairs' Briefing Meetings.

Termly Briefing Papers including:

- **Draft Agenda & Briefing Notes**
- **Presentation – 2015 Achievement from Andy Johnson (Director of Education)**
- **Briefing Note – SEND Update**

- **Briefing Note – Policy Review Guidance**
- **Document – Ofsted – Safeguarding children and young people and young vulnerable adults policy**

_____ *Chair*

_____ *Date*