

**CORBRIDGE MIDDLE SCHOOL**

**GOVERNING BODY MINUTES SUMMER TERM 2017**

**MEETING HELD ON THURSDAY 29 JUNE 2017 AT 5.30PM IN THE SCHOOL**

**PRESENT:** Mrs L Boyd (arrived 6.20pm)  
Mrs M Harvey  
Mr G Langlands  
Mr M Warland  
Mrs J Holmes (Chair)  
Mr P Latham (arrived 6.05pm)  
Mrs J Kennedy (Headteacher)  
Mr M Swinney  
Mr P Jewitt  
Mrs K Skinner  
Mrs J Adey

**ALSO PRESENT:** Mrs H Pye (Clerk to Governors)

**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**

**On opening the meeting the Chair made reference to the recent terror attacks and the fire at Grenfell Tower and the part the school played in reassuring the pupils at such tragic times.**

Mr Johnston advised that due to a forthcoming trip to London, extra risk assessments had been undertaken and advice sought from the Local Authority. New measures had been introduced to minimise any risks.

**1. Apologies for Absence**

An apology was received and consent given to the absence of Mr P Maloney.

Mrs L Boyd and Mr P Latham had advised the Chair that they would be late in attending.

Mr M Wharton was absent from the meeting.

Mr D Johnston, Deputy Headteacher, had been invited to attend the meeting as an Observer.

**2. Membership Update**

It was noted that a vacancy currently existed for a Co-opted Governor. Governors felt ideally that a person with an educational background would

**Action by:**

be best suited, as identified in the Governor skills audit. The matter would be progressed.

Chair

### **3. Annual Declaration of personal or pecuniary interests of Governors and Staff**

It was confirmed that the register of governor and staff interests was up to date. The register for staff would be retained in school for audit purposes. Governor details were published on the school website.

Governors noted that details of Governor attendance at full and committee meetings was also required to be published.

### **4. Declaration of personal or pecuniary interest in any agenda item**

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

### **5. 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:

- 23 March 2017.
- 29 March 2017.

### **6. 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:

Item 2 - To progress Co-opted Governor vacancy.  
Ongoing.

Item 3 - to check website compliance is up to date in respect of governor pecuniary interests.  
Completed.

Item 5 - School Voluntary Accounts  
Completed - On summer term agenda.

Item 7 - Health and Safety - to check guards on machinery.  
Completed.

Item 7 - To investigate possibility of additional time.  
Completed - not feasible to provide extra PPA time. Budget accounted for additional groups next year.

Item 11 - Follow up English visit.  
Completed - report circulated at the meeting from Mrs Skinner for information.

Item 13 - To consider revised redundancy procedure.  
Ongoing - to be followed up at next meeting.

Part 11 - To prepare summary for discussion at next meeting.  
Completed.

Items arising from the previous meeting:

To arrange for SIP to attend governing body meeting.  
Headteacher to arrange for Autumn term 2018.

**Headteacher**

To consider budget surplus and plans for additional learning space.  
Completed.

DBS Checks - To check that all Governors are compatible with the new requirements.  
All Completed.

Ongoing Issues:

To hold meeting with Guy Opperman regarding MATs.  
Completed - meeting now held - update at summer term meeting.

To arrange Science subject visit.  
Mr Warland to arrange.

**Mr Warland**

To arrange pupil voice visit to West Jesmond Primary School.  
Visit postponed - Changed to Beach Hill School.

Milkwell Development  
Noted no further work presently.

Project brief for School sustainability.  
Superseded by consultation.

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

## **7. Other Matters Arising**

Governors discussed the following items:

- The Chair advised Governors of the new management structure at NCC. Mr A Johnson had stepped in as the new Interim Director of Childrens' Services.
- A Health and Safety risk assessment had been circulated - Mark Wharton had volunteered to be Governor with responsibility for Health and Safety.
- Fire Safety Procedures - Mr Johnston and Mr Wharton to revise in light of recent new guidance.

**In response to a question, the Headteacher confirmed that fire drills took place on a termly basis.**

- Finance Policy Procedures reviewed - noted that full Governing Body needs approve any contracts entered into for over one year.
- Update on new cashless system for school dinner monies. **A Governor queried the cost of this to the school and whether parents would be consulted? This would be approximately £6000 over a four year period and a letter would be sent out to parents to advise of the new arrangements.**

**Mr Johnston  
Mr Wharton**

## 8. Receive Minutes of Committee Meetings

Governors received the signed minutes from the following committee meetings:

- Finance and Facilities Committee Meetings - 28 February 2017/ 20 March 2017 and 16 May 2017.

A further meeting of the Finance and Facilities Committee had been held on 26 June 2017 - minutes to be circulated separately.

Noted:

Mr P Maloney would act as Chair for the meeting during the absence of Mr G Langlands.

Mr D Johnston had led on the project list.

- Teaching and Achievement Committee Meeting - 12 May 2017.  
Comments arising from the minutes:
  1. **The Chair questioned why no Year 5 targets were available - was there a reason for this? Reported that information was not available at this point in time.**
  2. School Visit Programme - Needs to be revised.

## SCHOOL ACCOUNTABILITY ITEMS

### 9. Head Teacher's Report

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

KS2 assessment results were awaited.

The school had introduced, as a pilot with other schools, GL tests into years 5, 7 and 8. These are externally marked and provide validated data that can be compared nationally. They will also, over time, give a good way to measure progress.

**In response to a question, the Headteacher clarified how the school identifies Pupil Premium children and how the school assessed from their predictions.**

Governors considered the outcomes for KS2.

Pupil numbers were currently very healthy. Expecting to have 351 pupils on roll from September. The potential implications (both operationally and financially) of further increases are currently being assessed.

Appraisal cycle coming to an end - all members of staff are being observed and then meeting with their appraiser to discuss whether appraisal targets have been met.

Some fantastic curriculum enrichment in school - in particular there had been some great opportunities for STEM enrichment.

Staff Absence Data noted - the Chair requested that this be reported on a

**Headteacher**

.....Ch Inits

group basis.

Noted staffing information - new appointments from September 2017.

SIP Report following visit to the school on 15 March 2017 by Julie McGrane considered. The report from the most recent visit would be circulated once received.

The SIP had commented that in her opinion, the behaviour for learning was outstanding and she had also been very impressed by the Senior Leadership Team and how passionate everyone seemed by what they did. The Headteacher felt that the SIP had been very supportive.

The Chair thanked the Headteacher for her report.

## **10. School Improvement Partner Reports**

Governors were informed that the report from the SIP following a visit on 15 March 2017 had been considered by the Teaching and Assessment Committee. No report had been received following the recent visit made on 15 June 2017 - this would be circulated when available.

Arising from the reports:

- **A Governor questioned whether any feedback was given in relation to how the school could improve its gradings? The Headteacher advised that this would be through discussion with the SIP in various aspects.**
- The Chair and Headteacher stated how pleased they were with the new appointment of Julie McGrane as SIP - they felt that this had been a good appointment.

## **11. Budget Update**

Governors received and considered the most recent budget summary report as at May 2017. Arising from the report it was noted:

- The amount to carry forward would be allocated to the correct charge codes once approval had been received from NCC.
- Helen Stokoe was to undertake further investigation into energy charges.

**In response to a question, the Headteacher clarified the number and organisation of teaching groups in Year 6 for the next academic year. A Governor questioned whether if, as a result of extra pupils in Year 5, could the school offer more groups? This would be very much dependant upon what the budget could allow.**

## **12. Chair of Governors Report**

Governors received and considered the report from the Chair of Governors updating Governors on relevant current issues. The Chair added that she and the Headteacher had also held meetings with Guy Opperman, the Deputy Leader and the new Councillor the the area - a summary of which would be given later in the meeting.

## **13. School Voluntary Accounts**

Governors received a certified copy of the school's voluntary account and noted that the accounts had been appropriately checked and validated and considered by the Finance and Facilities Committee.

**The Chair advised that the management of this account be covered by the new Finance Procedures.**

#### **14. Tynedale Community Learning Trust timeline**

Governors received and considered the initial outline timeline for academy conversion for the Tynedale Partnership of Schools with effect from 1 January 2018. It was noted the Governing Body of each of the schools would meet and decide whether or not to submit an application to DfE and Diocese on 17 July 2017.

#### **15. Delegation of Governance Duties**

The Chair advised Governors of the need to consider delegation of duties. It was proposed that for the Chair and Vice Chair, one would take responsibility for strategic work whilst the other would oversee school work. Other duties were assigned as follows:

Teaching and Assessment - Mrs K Skinner  
HR - Mr P Maloney  
Finance and Facilities - Mr P Jewitt

Governor Visits - Mrs L Boyd to oversee Teaching and Assessment Committee and recommend and appoint Governors to appropriate visits.

#### **LOCAL AUTHORITY REPORTS –**

**Copies of documents available on the personnel page at:**

<http://ncc.learningpool.com/>

#### **16. Update of HR Policies and Procedures**

##### **Learning Together: New HR information site for schools**

The new HR site for schools has been launched. All HR template policies and supporting documents can now be accessed from Learning Together.

To locate the documents, please login to the school's personal Learning Together account. From there, click on **site home** and then **Schools HR (Glossary)** which is on the right hand of the screen in the sidebar. All policies, procedures, guidance and templates are listed here in alphabetical order.

Learning Together has recently been upgraded and some content is still under construction. If you cannot find what you are looking for or have any queries, please contact the school's School Support Adviser or the Schools HR team. Please pass any feedback to Rebecca Harding, Assistant HR Adviser (Schools) as we will be looking to make ongoing improvements to the site.

HR are also in the process of reviewing the suite of **HR policies** as part of their continuing improvements to the advice and guidance they offer to

schools. If you have any queries in relation to policies please contact the HR team:  
Email: [schoolshr@northumberland.gov.uk](mailto:schoolshr@northumberland.gov.uk)  
Tel: 01670 626150

## CONCLUDING ITEMS

### 17. Urgent Business

There was no urgent business.

### 18. Dates of Future Meetings

Governors agreed that future meetings be scheduled for Tuesdays. The Clerk would revise the suggested dates and advise Governors accordingly.

There being no further business, the meeting closed at 8.40pm.

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

### Termly Briefing Papers including:

Public Health  
Live Kitchen  
Apprenticeship Levy & Public Sector Duty  
North East ELP  
PSHE Education  
SEND SLA

*Chair* \_\_\_\_\_

*Date* \_\_\_\_\_

## PART 2 (Classified confidential)

Matters discussed in this part of the agenda will be classified as confidential and minuted as such. Any reports circulated with the agenda papers are enclosed for governors only, coloured pink and marked 'Not for Publication'

### Minutes of extra-ordinary meeting held on 29 March 2017.

Governors agreed that the minutes were a true and accurate record of the meeting.

### Hadrian Learning Trust proposed consultation update.

The Headteacher updated Governors in relation to the consultation process from the Hadrian Learning Trust. The consultation went live on 26 June 2017 and following a press statement in the Courant the information was now in the public domain. Staff had been advised of the consultation process. Corbridge Middle School had held drop in sessions for parents and it was overwhelming that parents felt strongly about retaining the 3 Tier system. The school were aware of the risk of the impact if parents chose not to send their children to Corbridge Middle School as a result of this.

A meeting had been held with Guy Opperman, the Councillor for the area and Wayne Daley. Agreed the need for a strategy for Education within the county.

Governors discussed how they could help encourage parents to respond to the consultation and agreed to take forward the following actions:

School to consider how to help parents respond to the consultation.

ACTION: HEADTEACHER

Social Media Presense - Positive stories about the 3 Tier system of schools.

ACTION: D JOHNSTON

Contact/discussions with Courant Editor

ACTION: P JEWITT

Invite Guy Opperman/Wayne Daley and Corbridge County Councillor to Corbridge Middle School to talk to the children.

ACTION: CHAIR

Invite all relevant parties to the Grease production in school.

ACTION: HEADTEACHER AND D JOHNSTON

Advice from Jim Knight - PR Strategy.

ACTION: M SWINNEY

Google Doc of HLT Consultation

ACTION: HEADTEACHER

Response to RSC and LA by 7 July 2017.

ACTION: CHAIR

Questions for Staff for meeting at HMS and QEHS events.

ACTION: ALL GOVERNORS

To consider implication of current consultation - effect of pupil numbers etc.

ACTION: MRS ADEY

Send pupil letters to all relevant parties.

ACTION: HEADTEACHER

Corbridge Matters article.

ACTION: A HARVEY

**Chair** \_\_\_\_\_



Date \_\_\_\_\_