

CORBRIDGE MIDDLE SCHOOL

GOVERNING BODY MINUTES SPRING TERM 2016

MEETING HELD ON THURSDAY 10 MARCH 2016 AT 5.30PM IN THE SCHOOL

PRESENT: Mrs L Boyd
Mrs M Harvey
Mr G Langlands
Mr A Neal
Mr M Warland
Mrs J Holmes (Chair)
Mr P Latham
Mr M Potter
Mrs J Kennedy (Headteacher)
Mrs S Kuznesof
Mr C Chomse
Mr P Jewitt
Mr P Maloney (Arrived 5.50 pm)
Mrs K Skinner

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

Action by:

1. Apologies for Absence

An apology was received and consent given to the absence of Mrs D Ricketts.

2. Membership Update

The Chair, on behalf of Governors, welcomed Mrs Katie Skinner (Parent Governor) and Mr Peter Jewitt (Co-opted Governor) to the Governing Body meeting. The Chair confirmed that Mrs Skinner would take on responsibility for safeguarding and teaching and assessment.

3. 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.

4. Consider & Adopt Minutes of Governing Body Meetings

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

- 9 February 2016.

5. 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 6 – English Visit

Visit completed by Mrs Kuznesof – to arrange next meeting with Mr Maloney.

Item 7 – Pupil Premium Governor visit.

Completed – report on spring term agenda.

Item 6 – Maths Visit.

Noted – visit scheduled for 11 April 2016.

Item 6 – Culture and Care Visit / Ethos and Values Visit.

Noted – visit postponed – to be rescheduled for next term.

Item 6 – Review of pay policy with NCC HR

I Harbottle (HR Manager) to meet with Headteacher in June.

Item 6 – Safeguarding and Behaviour for Learning Visits.

Completed – report on spring term agenda.

Item 7 – Milkwell development – meet with developer, NCC and Parish Council.

Meetings ongoing.

Item 9 – Monitor accuracy of budget monitoring information.

Ongoing.

Item 10 – Project brief for school sustainability.

In draft stage with G Langlands.

Item 10 – meeting with Avec and other Tyne Valley schools.

Completed – 11 schools within partnership represented at meeting.

Comment that presentation had been impressive. To consider further at working party.

Item 11 – audit of school website.

Completed – report on spring term agenda.

Ongoing Issue from previous meeting:

To consider school's strategy – meetings planned with feeder schools.

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

Focus for future visit – Provision for More Able Pupils – K Skinner and P Maloney to undertake visit. Comment made that the SIP had highlighted this as an area to become outstanding.

6. Other Matters Arising

Governors noted that the Partnership Co-ordinator had resigned from post. No replacement had been appointed as yet.

7. Receive Minutes of Committee Meetings

Governors received the signed minutes from the following committee meetings:

- Teaching and Achievement Committee – 10 December 2015.
- Finance and Facilities Committee – 11 January 2016.

In response to a question from a Governor, the Headteacher confirmed that SEN funding had been received (except for one child).

- Human Resources Committee – 24 November 2015.

SCHOOL ACCOUNTABILITY ITEMS

8. 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 issues:

Working hard to ensure that assessment procedures and practice remain secure and robust. Subject partnership meetings during the autumn term with all teachers from Hexham Middle School and the High School resulted in the Age Related Expectations (ARE) being agreed for all subjects. Teachers were asked to set targets against the new ARE for every pupil – all parents received a booklet showing their child's targets. Targets had been forwarded to NCC but this had been a difficult task when it was not clearly understood what the term 'secure' meant. During this term teachers were assessing every child's current attainment – this would be shared with parents at the APM's.

In response to a question the Headteacher explained the arrangements for the transfer of data to the High School at the end of Year 8.

The Chair commented that the school did a tremendous amount of work on moderation to prove to Ofsted the validity of the data.

David Cookson, Secondary Commissioner for Secondary Education visited the school in February. He toured the school and commented how proud everyone should feel of their 'lovely school'. His visit was to introduce himself, evaluate progress and evaluate support from NCC.

Moira Fitzpatrick, SIP, had visited the school on 24.2.2016. Verbal feedback had been very positive – report awaited. The Headteacher commented that the SIP had been very challenging and had recognised how the school was moving forward. The SIP would visit again during the summer term and would assist in the review of the SDP for next year with specific focus on the Ofsted 'outstanding' criteria.

Noted that staff voice questionnaire was planned for week beginning 7.3.2016.

Behaviour and Discipline – **Mrs Kuznesof questioned interventions that had been put in place following previous comments in relation to**

behaviour.

The Headteacher reported two fixed term exclusions during the previous week. School continuing to work closely with children and their parents.

Staff Absence Data – Significant staff absence since Christmas. The Headteacher remarked that the SLT and other staff had been fantastic in taking on extra teaching to ensure continuity of provision for pupils and working through the added disruption whilst new windows were being installed.

New staff appointments noted – PT temporary kitchen assistant, PT temporary Admin Assistant and 2 PT temporary Teaching Assistants. A new Science teacher had also been appointed to commence after the Easter break.

Quality of Teaching Information – **A Governor asked if there were any concerns in relation to the quality of teaching at the present time. The Headteacher informed Governors that advice had been sought from the SIP in relation to an issue but the SIP's views was that the school had very high expectations.**

Premises / Buildings Issues – The 16 week programme of installation of the new windows and doors were due to be completed soon with formal handover on 11 March. Comment was made how fantastic the school was looking.

Home / Community Links – **The Chair requested feedback from Parent's Forum on homework. Response – Mrs Ricketts, AHT was working on this.**

The chair agreed to write to staff to thank them for all their hard work and resilience during what had been a difficult period of time.

Chair

In response to a question the Headteacher updated Governors in relation to pupil numbers.

Other reports circulated for information:

- Appendix 1 – Attainment 2015 / 2016.
- Appendix 2 – Report on Interventions / Extra –curricular interventions and parents in school

The Headteacher was thanked for her report.

9. Budget Update

Mr Langlands gave a verbal report outlining the current position of the school's operational budget – Finance Review 2015 / 2016 report circulated for information. The summary indicated that at the present time the budget was indicating a £23,720 surplus. It was noted that anything over 5% of the funding available would be clawed back by NCC if the funding was not earmarked for specific projects.

A governor questioned whether there was scope to reduce the teaching commitment of the senior leadership team or whether a TLR could be awarded to a staff member in order to release specific responsibilities?

The Headteacher was presently looking at this and was hoping that an appointment could be made which would relieve the commitment. The award of a TLR could be considered for specific roles.

Mr Langlands also commented specifically upon:

- Catering – needs careful monitoring. A number of new initiatives were in hand to make meals more appealing – a new launch of the dining room, promoting healthy living and led by the Student Council in conjunction with the Catering Manager is aiming to increase income
- Music – Process for the collection of monies changing which means an increased risk of the school attracting debt which needs to be managed.
- Noted that Pupil Premium / SEND and Sports Funding would be incorporated within the report.
- Projects Register – Noted ‘tracking’ of various projects.

Governors noted that a revised operational budget for 2016/2017, along with an indicative budget for 2017/2018 and 2018/2019 would need to be drawn up and submitted to County by 1 May 2016.

The Headteacher thanked Mr Langlands for the work which had been undertaken.

10. Governors’ Reports

Governors received the following reports:

Chair’s Report – highlighted:

- New DfE Inspection Dashboard – access available via Mrs Kennedy.
- Reforms to Primary Assessment and Accountability.
- Parent View Toolkit – school will take a more innovative approach in collecting feedback from parents.
- New E learning modules for Governors – Proposed that Safeguarding governor trials and recommends modules that Governors should complete.
- Formula Funding – Consultation out in schools presently – to feedback.

Maths Link Report

- Headteacher currently taken on responsibility for subject area. The Headteacher was conscious that the rigour and depth was not currently being provided as was done by the previous postholder due to the other responsibilities of the Headteacher. The SIP had commented upon the need to build in capacity.

English Link Report

- Mrs Kusnesof gave a verbal update advising that all was well despite absences. Interventions were all in place.

K Skinner

**The Chair questioned whether any of the workload had been ‘dropped’ as a result of SLT covering absences.
The Headteacher informed Governors that all aspects of work were presently being covered by SLT – childrens’ outcomes would not be affected.
The Chair commented that SLT should reflect upon the situation to see if anything would be done differently should a similar situation arise.**

- Mrs Kusnesof advised Governors that more emphasis was now on grammar and spellings. Mr Latham commented that he felt saddened that creativity in the subject area had been dropped.

Website Audit

- Mr Neal had completed an audit following an in-depth review of the Corbridge Middle School website based upon live data and information on 12 February 2016. It was noted that details of new Governors required updating as too did vacancies if appropriate. **Mrs Harvey in response to a question from a Governor advised that parents did seem to access the school’s website.**
ACTION: Copy of report to be forwarded to Dean in order that recommendations could be noted and actioned where appropriate.

Headteacher

Disadvantaged Pupil visit report

- Mrs Skinner and Mrs Holmes had met with Mrs Ricketts, AHT to review the work being led by Mrs Ricketts with disadvantaged pupils, to understand the impact of the interventions on achievement and emotional wellbeing and that interventions represent value for money. Mrs Ricketts recommended that the Governing Body consider an increase in the provision of the mentoring facility that can be accessed by all pupils – currently 30 minutes per day – would like to increase to 60 minutes per day.

**Governing
Body**

Governor Raise online / Dashboard

- Report is an external indicator to show how school was performing in terms of achievement, attendance and behaviour. It was noted that the school was continuing to focus upon mid ability / disadvantaged children.

Safeguarding Report

- Mrs Skinner gave positive feedback following her visit to the school to observe behaviour and learning with Mr Potter

These visits were noted as being instrumental in moving forward on the school’s key priorities from within their school development plan / action plan.

Timetable of further governor visits for the remainder of the year circulated for information.

11. Committee meetings and visits for remainder of year

It was noted that the School Improvement Partner was to provide a report for consideration at the next meeting of the Governing Body. Arising from

this, Governors would agree key objectives for the next year.

LOCAL AUTHORITY REPORTS –

Copies of documents available on the personnel page at:

www.northumberlandlea.net

12. HR Policies and Procedures

Prevent Awareness eLearning Module

Governors noted the recommendation that all Governors complete the Prevent Awareness eLearning module on the Learning Together platform.

Occupational Health Services

Governors noted Northumberland County Council is currently reviewing their Occupational Health provision and with effect from 1 April 2016 this service will be delivered through Northumbria Healthcare Trust. In addition to the current services on offer, schools will be able to access on a “Pay As You Go” basis physiotherapy and psychological services. Further details will be available to schools shortly.

CONCLUDING ITEMS

13. Urgent Business

Governors discussed the following items of urgent business:

- Governors noted new legislation, which had recently been introduced, for the requirement for all governors to have enhanced DBS certificates.
- Governors supported the Headteacher’s request to be put forward as an Ofsted Inspector.
- Governors supported the Chair in being put forward as a National Leader of Governance.
- Governors noted and discussed the Ponteland Partnership Consultation. Governors felt that the school needed to be strategic in its thoughts about this subject and expressed their desire to work in partnership with other schools.

14. Dates of Future Meetings

Governors agreed dates of future meetings as follows:

- Interim Meeting – Tuesday 24 May 2016 at 6 pm.
Focus: To agree strategic objectives 2016/2019.
- Summer Term 2016 – Thursday 23 June 2016 at 5.30 pm.

There being no further business, the meeting closed at 7.30 pm.

FOR INFORMATION – Items discussed at Chairs’ Briefings:

- Inspection Dashboard
- Reforms to Primary Assessment & Accountability
- Protecting Children from Harm – Guidance on safer working practices for those working with children & young people in education settings
- 21st Century Governance Needed for 21st Century Schools
- School Emergency Planning Guidance
- Parent View Toolkit
- Briefing Note – New E Learning Modules for Governors
- Briefing Note - Formula Funding Changes for Schools & Early-Years
- Draft Agenda
- Termly Briefing papers on Agenda items
- HR Policies and Procedures outlined at item 12

_____ *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’